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Color imageRUNNER C3200 Sending Guide

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Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Basic Operations** • **Troubleshooting**	**Reference Guide**	
• **Copying Instructions**	**Copying Guide**	
• **Mail Box Instructions**	**Mail Box Guide**	
• **Sending Instructions**	**Sending Guide (This Document)**	
• **Fax Instructions**	**Facsimile Guide**	
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM
• **Color Network ScanGear Installation and Instructions**	**Color Network ScanGear User's Guide**	CD-ROM
• **PS/PCL/UFR Printer Instructions**	**PS/PCL/UFR Printer Guide**	CD-ROM
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	CD-ROM
• **PS Printer Driver Installation and Instructions**	**PS Driver Guide**	CD-ROM
• **UFR Printer Driver Installation and Instructions**	**UFR Driver Guide**	CD-ROM

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- **Fax Driver Installation and Instructions**

Fax Driver Guide

The machine illustration on the cover may differ slightly from your machine.

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How This Manual Is Organized

Chapter 1 Introduction to Sending Functions

Chapter 2 Basic Sending Methods

Chapter 3 Basic Scanning Features

Chapter 4 Special Scanning Features

Chapter 5 Sending Documents

Chapter 6 Receiving Documents

Chapter 7 Checking/Changing the Send/Receive Status

Chapter 8 Customizing Communications Settings

Chapter 9 Storing/Editing Address Book Settings

Chapter 10 System Manager Settings

Chapter 11 Printing Communication Reports

Chapter 12 Troubleshooting

Chapter 13 Appendix

Includes the report samples, glossary, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon Color imageRUNNER C3200. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
  [Done]

- Control Panel Keys: <Key icon> + (Key Name)

  Examples: (Start)
  (Stop)

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Displays Used in This Manual

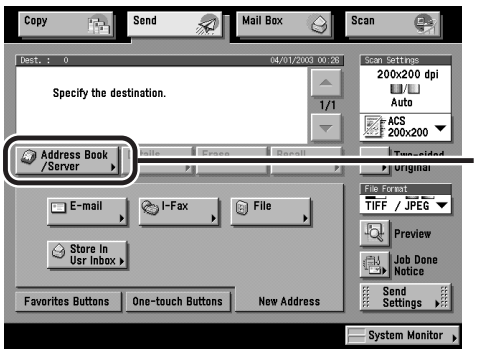
Screen shots of the touch panel display used in this manual are those taken when the Color imageRUNNER C3200 has the following optional equipment attached to it: the Feeder (DADF-K1), Color Universal Send Kit, Resolution Switching Board, Color Network Multi-PDL Printer Kit, Saddle Finisher-N2, and Cassette Feeding Unit-X1.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with ▭, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 Press [Address Book/Server].



Press this key for operation.

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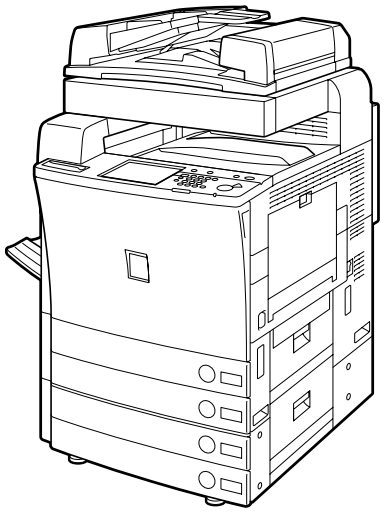
Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the Color imageRUNNER C3200 has the following optional equipment attached to it: the Feeder (DADF-K1), and Cassette Feeding Unit-X1.



Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 95 operating system:	Windows 95
Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows NT® operating system:	Windows NT
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows® operating system:	Windows
Novell NetWare®:	NetWare

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Introduction to Sending Functions

1

CHAPTER

This chapter is an introduction to the Send function.

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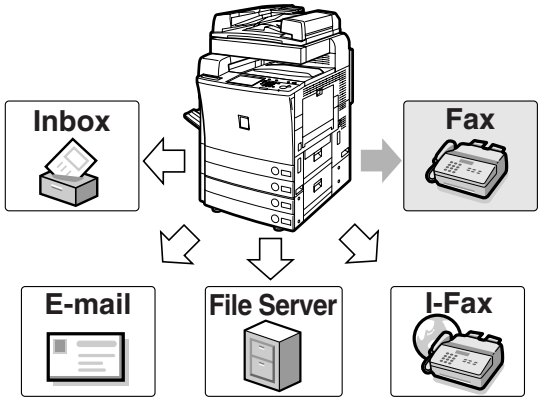
What This Machine Can Do

The Color imageRUNNER C3200 is packed with various send functions.

Diverse Sending Methods

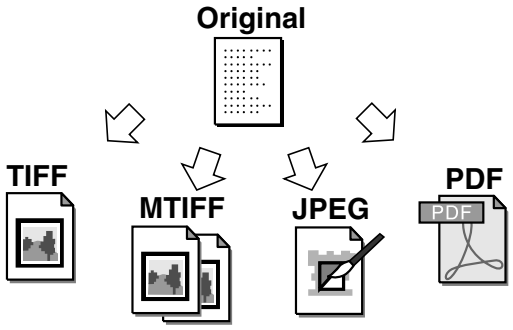
You can easily scan paper documents and send them to one or multiple recipients through e-mail or I-fax, bringing to your work environment increased efficiency in the arena of document exchange. The ability to send documents to FTP, SMB, and NetWare file servers also serves to help digitize paper documents for convenient data access and management.

Sending documents through fax is available only if the optional Super G3 FAX Board is installed.



File Formats for Every Need

You can send documents in a variety of file formats, including TIFF, MTIFF, JPEG, and PDF. The document's color mode and the file's compression ratio can also be set. This gives you the freedom to send documents in a manner that is best suited to the purpose of the document, as well as the recipient's document handling environment.



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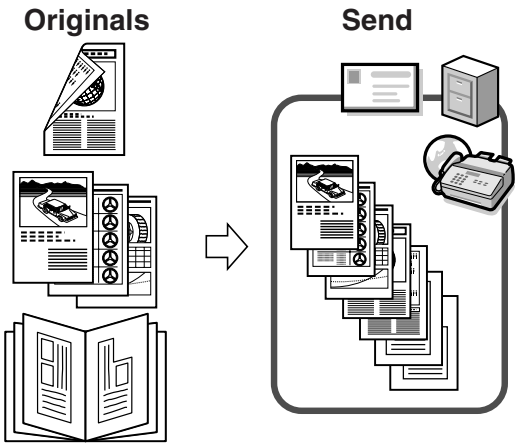
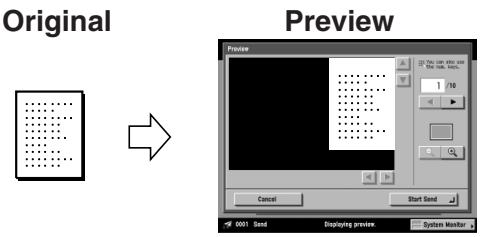
Flexible Scan Features

This machine offers a variety of convenient scanning features, such as the scanning of two-sided and book originals, as well as the ability to merge and send documents that are scanned separately. You can also set the exposure, color mode, and document size to match the type of original that you are scanning. In addition, you can store preferred scan settings and retrieve them at any time.



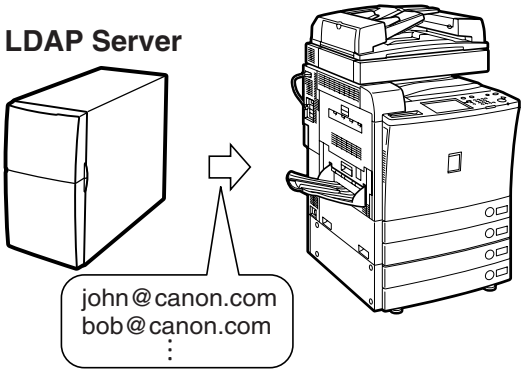
Preview Function

The Preview function enables you to check the contents of documents before sending them. This is useful in preventing mistakes.



Instant Address Search with LDAP

You can search for addresses stored on LDAP (Lightweight Directory Access Protocol) servers on the network and use them as recipients for send jobs or store them in the Address Book.



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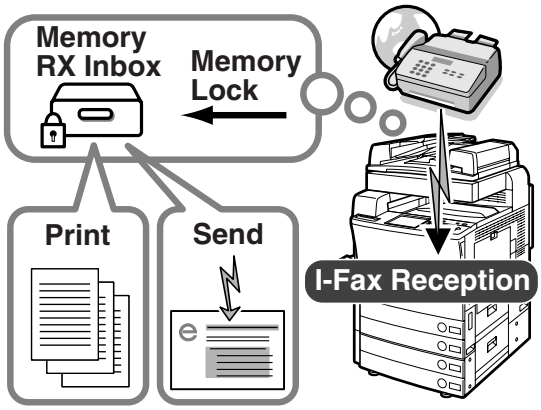
Receiving I-Faxes in Memory

Received I-fax documents can be stored in the Memory RX Inbox instead of being printed out. You can check the sender information and the number of pages that each document contains before printing it or forwarding it to another destination.

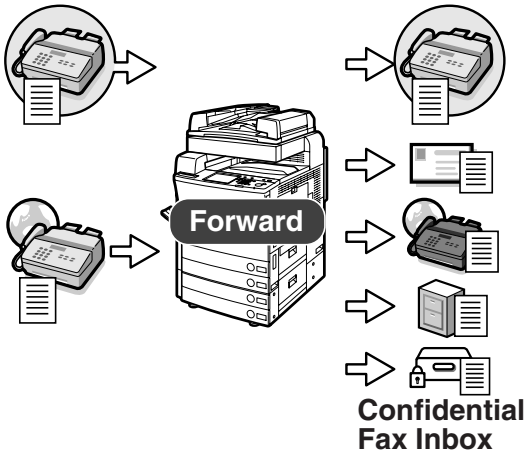
Receiving faxes in memory is available only if the optional Super G3 FAX Board is installed.



Automatic Forwarding

The machine can be set to automatically forward received I-fax documents that match the specified forwarding conditions to any destination using the desired send settings. You can forward I-fax documents to other machines (relay function) or store received documents that are confidential in Confidential Fax Inboxes. The forwarding function can be set to activate during any specified time. Since received documents that do not match the forwarding conditions can also be forwarded to any desired destination, this function can be used to sort and deliver received I-fax documents to the appropriate destinations.

If the optional Super G3 FAX Board is installed, the machine can also receive faxes and forward both received fax and I-fax documents to fax machines.



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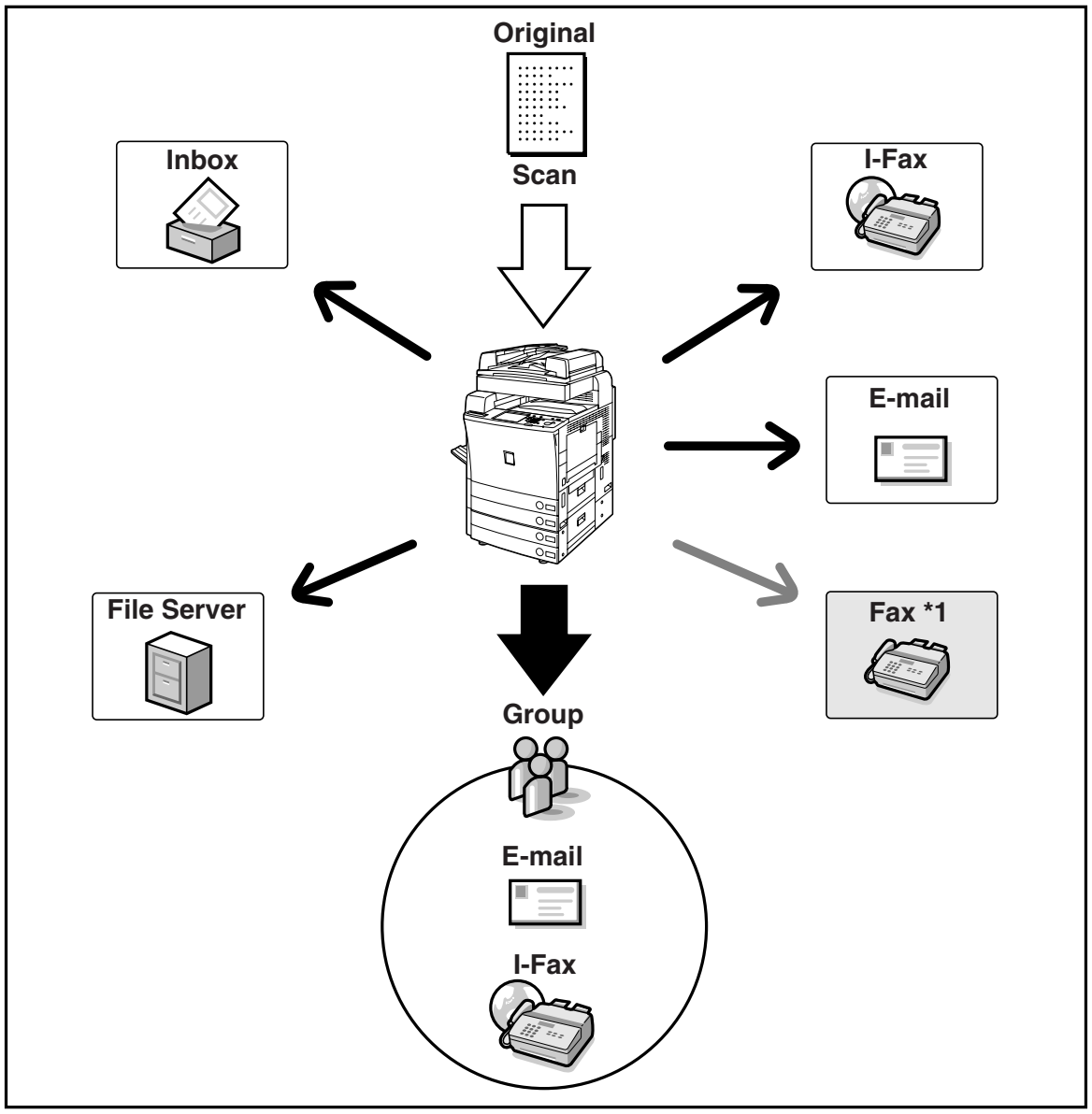
Overview of the Color imageRUNNER C3200

If you press [Send], the Send Basic Features screen appears. The Send function enables you to scan documents, and send them to specified destinations via e-mail or I-fax, save them to a file server, or store them in an inbox in order to process them at a later date. You can also send documents to multiple destinations simultaneously using various sending methods, such as e-mail and I-fax.



*1 If the optional Super G3 FAX Board is installed, faxing is possible. You can also register the fax numbers in group addresses.

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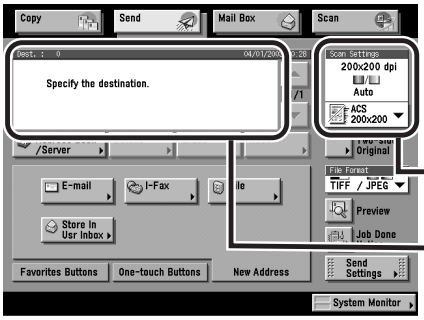
IMPORTANT

- You can use the sending functions of the Color imageRUNNER C3200 only if the optional Color Image Reader-C1 is attached. If the optional Color Image Reader-C1 is not attached, you cannot use any sending function, and therefore, this guide is not necessary.
- Network settings have to be specified in order to be able to send scanned documents to an e-mail address, an I-fax address, or a file server. (See the *Network Guide*.)

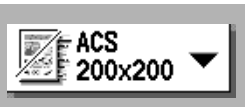


Send Basic Features Screen

The screen on the left, which appears when [Send] is selected, is called the Send Basic Features screen.

Displays the current scan settings.

Destination List
Displays a list of destinations.



→ **See p. 3-2**

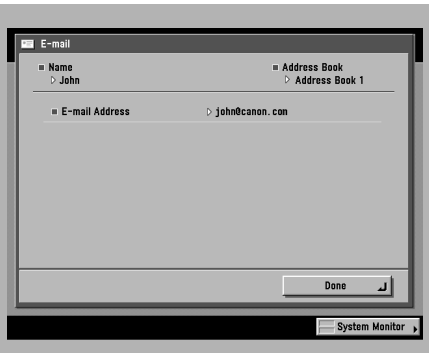
Press to select the scan mode. (See "Selecting a Scan Mode," on p. 3-2.)

→ **See p. 2-2**

Press to select a destination from the Address Book. (See "Using the Address Book," on p. 2-2.)

→ **See p. 2-49**

Press to check or change the destination information selected from the destination list. (See "Checking/Changing a Destination," on p. 2-49.)



→ **See p. 2-52**

Press to erase the destination displayed in the destination list. (See "Erasing a Destination," on p. 2-52.)

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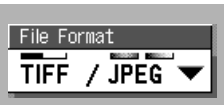
→ See p. 5-41

Press to recall previously set send jobs including the destinations, scan settings, and send settings. (See "Job Recall," on p. 5-41.)

→ See p. 3-5

Press to scan both sides of the original. (See "Two-Sided Originals," on p. 3-5.)



Press to select the file format of the document you are going to send (TIFF/JPEG, MTIFF/PDF, PDF/PDF, or PDF (Compct)).

→ See p. 5-34

Press to verify the images before sending. (See "Previewing Originals," on p. 5-34.)

→ See p. 5-37

Press to notify the user through e-mail that the send job has been completed. (See "Job Done Notice," on p. 5-37.)

→ See p. 5-2

Press to set the send settings. You can specify various settings here, such as setting for the document to be sent at a specified time, or entering a subject for an e-mail or an I-fax. (See "Sending Methods," on p. 5-2.)

→ See p. 2-36

Press to recall the destinations and settings stored in a favorites button. (See "Using the Favorites Buttons," on p. 2-36.)

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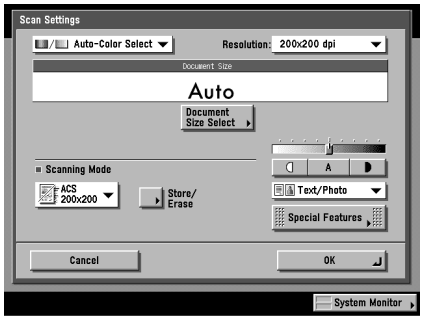
→ See p. 2-34

Press to recall the destinations stored in a one-touch button. (See "Using the One-Touch Buttons," on p. 2-34.)

→ See p. 2-2

Press to specify addresses not stored in the Address Book. (See "Using the New Address Tab," on p. 2-5.)



Scan Settings Screen

The screen on the left, which appears when you select [Option] from the Scan Settings drop-down list, is called the Scan Settings screen.

Display this screen to set the scan settings for sending documents.

→ See p. 3-24

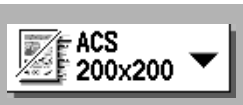
Press to select the Color mode for scanning. (See "Changing Color Modes," on p. 3-24.)

→ See p. 3-15

Press to select the resolution. (See "Resolution," on p. 3-15.)

→ See p. 3-7

Press to select the size of the original that you want to scan. (See "Document Size," on p. 3-7.)



→ See p. 3-2

Press to select a stored scan mode and resolution. (See "Selecting a Scan Mode," on p. 3-2.)

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Store/ Erase → See p. 4-34

Press to store or erase a scan mode. (See "User Preset Keys," on p. 4-34.)

A → See p. 3-17

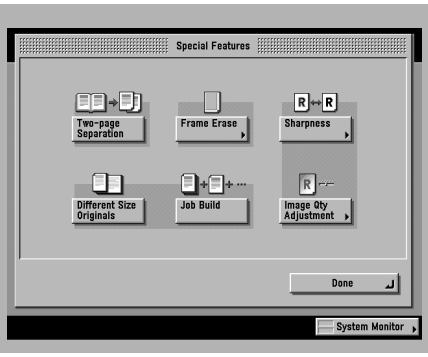
Press [◐] or [◑] to manually control the scan exposure. Press [A] to select or cancel the automatic exposure control. (See "Scan Exposure and Original Type Settings," on p. 3-17.)

Text/Photo → See p. 3-17

Press to select the type of original (Text /Photo, Photo, or Text) that you are going to scan. (See "Scan Exposure and Original Type Settings," on p. 3-17.)

Special Features → Chapter 4

Press to use the special features available for scanning.



System Monitor → Chapter 7

Press to check the status or details of a send or receive job, or to cancel a job.

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Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations.

IMPORTANT

- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
- Network settings have to be specified in order to send scanned documents to an e-mail address, an I-fax address, or a file server. (See the *Network Guide*.)

NOTE

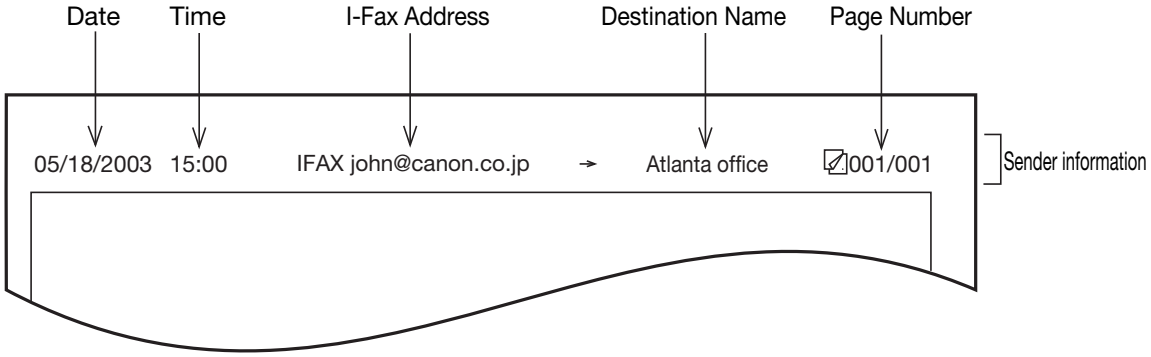
If the optional Super G3 FAX Board is installed, you must set the type of telephone line connected to the machine. For more information on selecting the telephone line type, see Chapter 1, "Introduction to Fax Functions," in the *Facsimile Guide*.

■ Registering the Sending Record

The sending record is printed at the top of the recording paper when you send an I-fax.

The following sender information must be printed on every I-fax transmission:

- Your machine's I-fax address
- The name of your company and department
- Date and time of transmission



- Date and Time
  - The date and time of the transmission.
- I-Fax Address
  - Your machine's I-fax address.

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- Destination Name
  - If you send an original and select a destination from the Address Book, the stored destination's name appears on the sending record. (See "Storing New Addresses," on p. 9-5.)
- Page Number
  - The current page number out of the total number of pages of the original is recorded.

NOTE

- You can set the machine so that the sending record is not printed. However, for users in the United States, this information must be printed at the top of every fax or I-fax that you send. Therefore, the TX Terminal ID setting must always be turned 'On'. (See "Printing the TX Terminal ID," on p. 8-28.)
- If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed.

Setting the Display Language

If you decide to switch the display language, set the Language Switch setting to 'On' before inputting characters.

If the Language Switch setting is set to 'Off', and then you set it to 'On' after inputting characters, the characters may not be displayed correctly. If this happens, either reenter the characters after setting the Language Switch setting to 'On', or enter characters with the Language Switch setting set to 'Off'.

Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (± 0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

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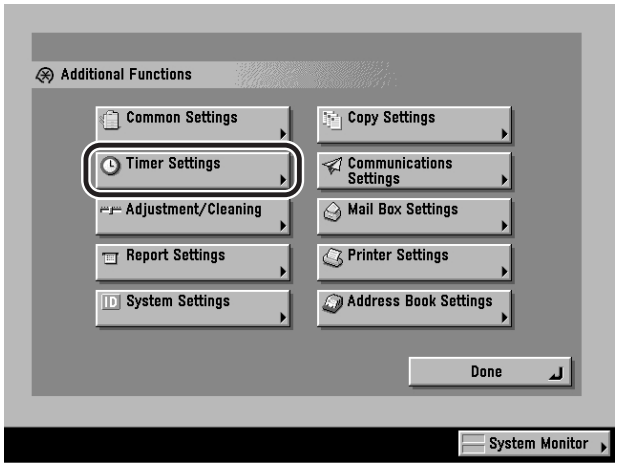
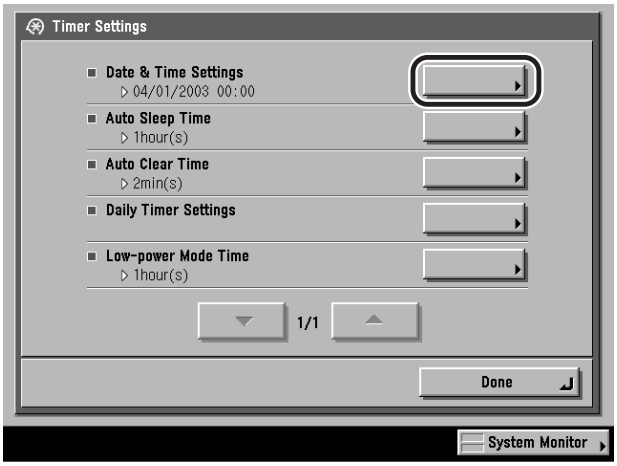
1 Press (Additional Functions) → [Timer Settings].



2 Press [Date & Time Settings].



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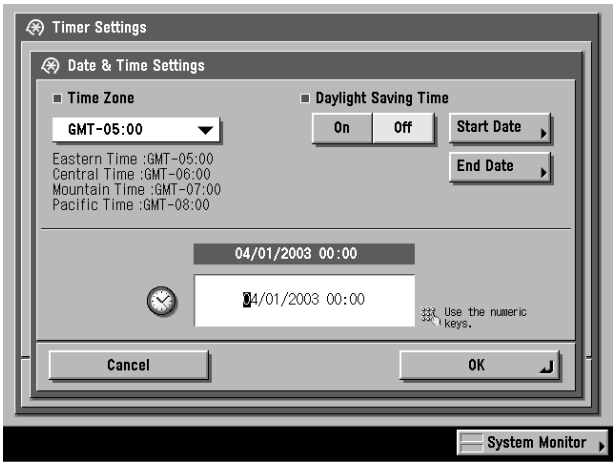
3 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).



Enter the month and the day using four digits.

Enter all four digits of the year, and the time in 24-hour notation as four digits without a space.

Examples:

May 6 → 0506

7:05 a.m. → 0705

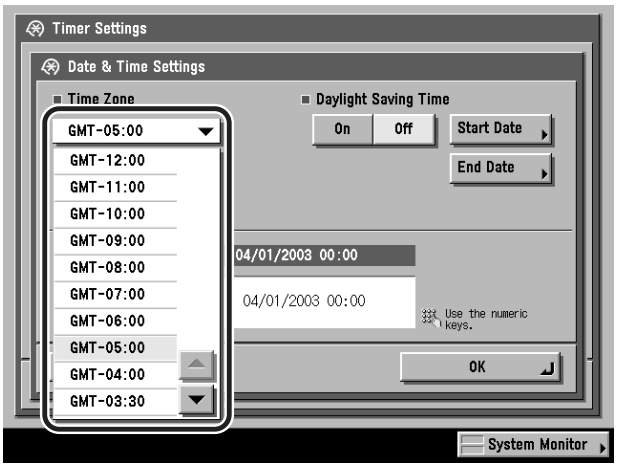
11:18 p.m. → 2318

NOTE

If you make a mistake when entering values, press ⓒ (Clear) → enter the values again, starting with the month.

● If you are setting the Time Zone:

❑ Press the Time Zone drop-down list → select the time zone where the machine is located.



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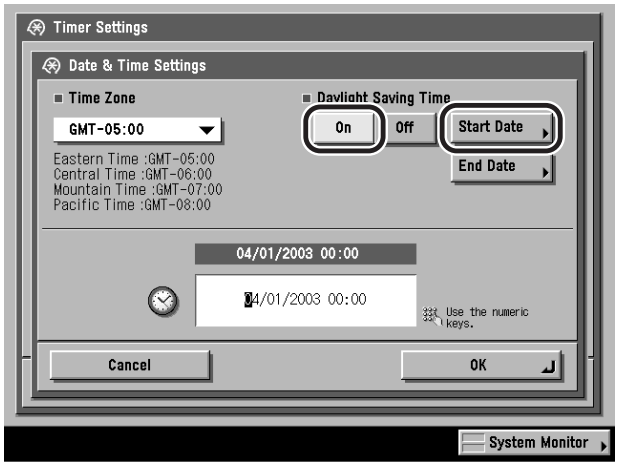
NOTE

- The default setting is 'GMT-5:00'.
- Eastern Time (US/Canada): GMT-5:00
- Central Time (US/Canada): GMT-6:00
- Mountain Time (US/Canada): GMT-7:00
- Pacific Time (US/Canada): GMT-8:00
- If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.

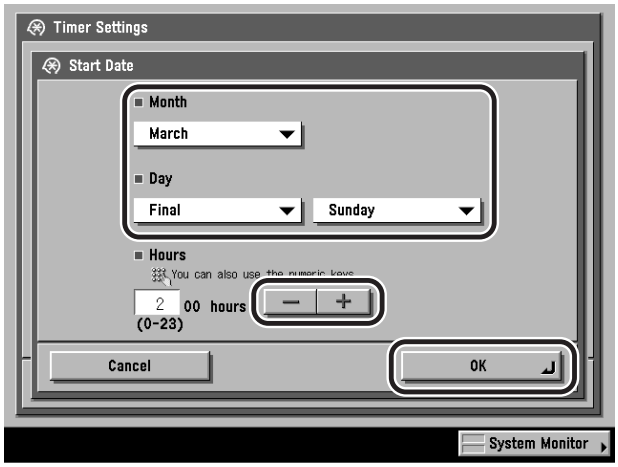
● If you are setting Daylight Saving Time:

❑ Press [On] → [Start Date].



❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].



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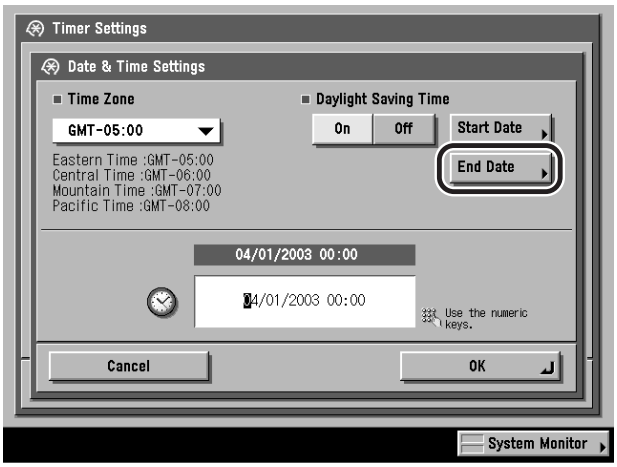
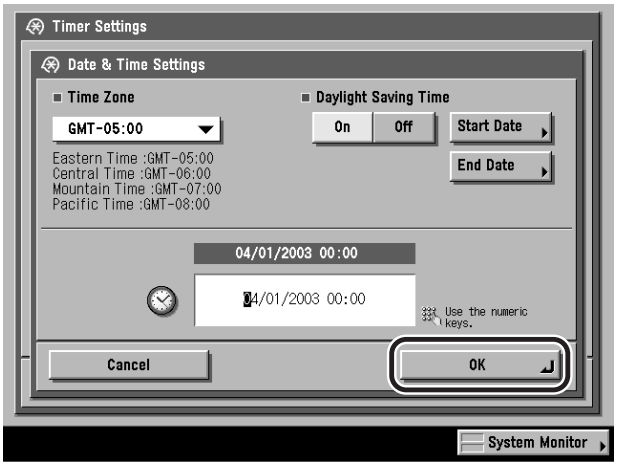
❑ Press [End Date] → make the settings in the same way as [Start Date] → press [OK].



NOTE

- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.
- The default setting is 'Off'.
- You can also use ⓪ - ⑨ (numeric keys) to enter the time, and ⓒ (Clear) to clear your entry.
- You can change the value under <Hours> by pressing [-] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- The time can be set in one hour increments, from 0 to 23 hours.

4 Press [OK].



The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Registering Sender Names

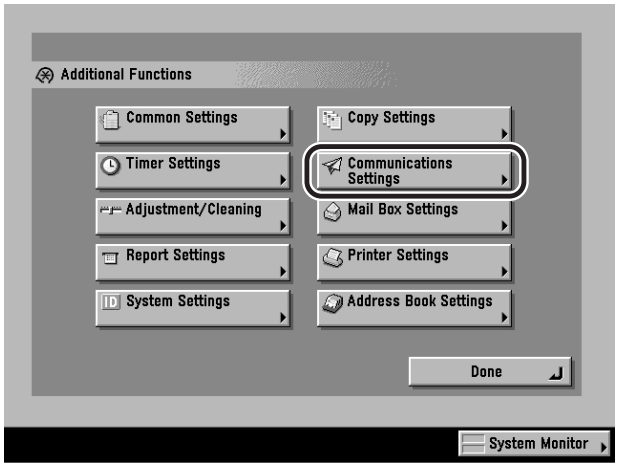
You can register any name as the sender's name, such as the section or department's name, or an individual's name.

If each user registers their personal name as a sender name, they can select their sender name to replace the unit's name which is printed at the top of the documents that they send.

NOTE

- You can set to display and print the sender's name instead of the name stored as the unit's name with the Sender's Names setting from the Send Settings screen. (See "Sending an E-Mail Message," on p. 5-2, and "Sending an I-Fax," on p. 5-14.)
- If the optional Super G3 FAX Board is installed, the sender name can be printed in the TX Terminal ID.

1 Press (Additional Functions) → [Communications Settings].



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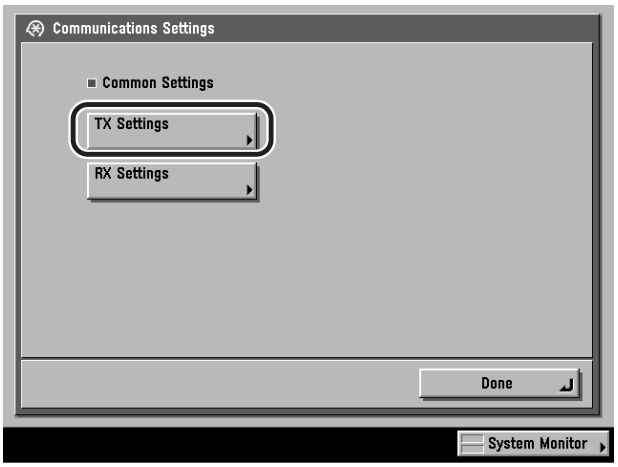
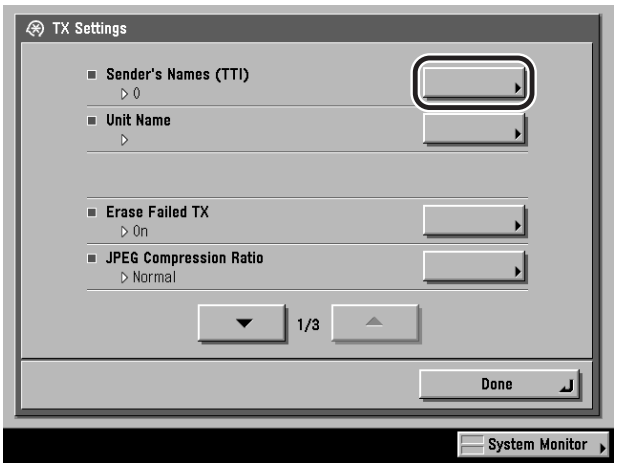
2 Press [TX Settings] under <Common Settings>.



3 Press [Sender's Names (TTI)].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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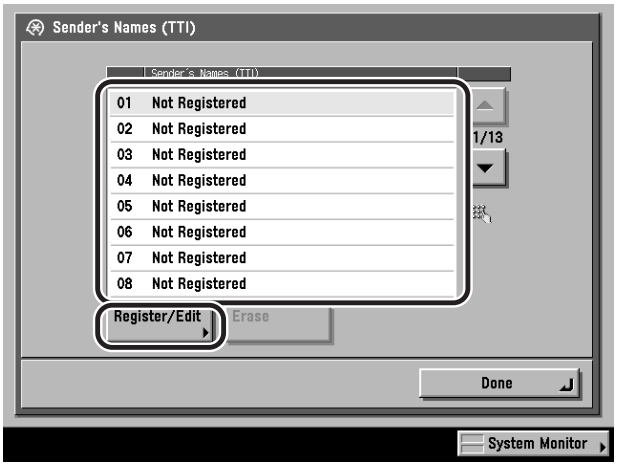
4 Select the number under which you want to register the sender's name → press [Register/Edit].



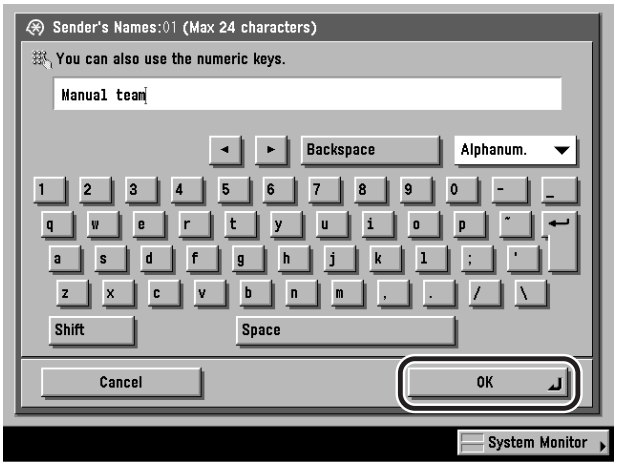
You can store up to 99 sender names (01 to 99).

If the desired number is not displayed, press [▼] or [▲].

You can also enter and specify the number under which you want to register the sender's name using ⓪ - ⑨ (numeric keys).

To delete a stored sender's name, select the number under which the name is registered → press [Erase]. Only one sender name can be erased at a time.

5 Enter the sender's name → press [OK].



You can enter up to 24 characters for the sender's name.

To cancel registering the sender's name, press [Cancel].

The selected mode is set.

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NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To delete all of the entered characters, press (Clear).

6 Press [Done] repeatedly until the Send Basic Features screen appears.

Registering the Unit's Name

Your name or company's name must be registered as the unit's name (a department name is optional).

For example:

- Your name: John Smith
- Company name: Canon
- Company name and department: Canon-Accounting Dept.

When you send a document, the recipient's machine displays or prints your name or company's name (and department's name, if applicable) as the sender's information on the recording paper.

NOTE

If the optional Super G3 FAX Board is installed, the sender name can be printed in the TX Terminal ID.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Registering Sender Names," on p. 1-16.

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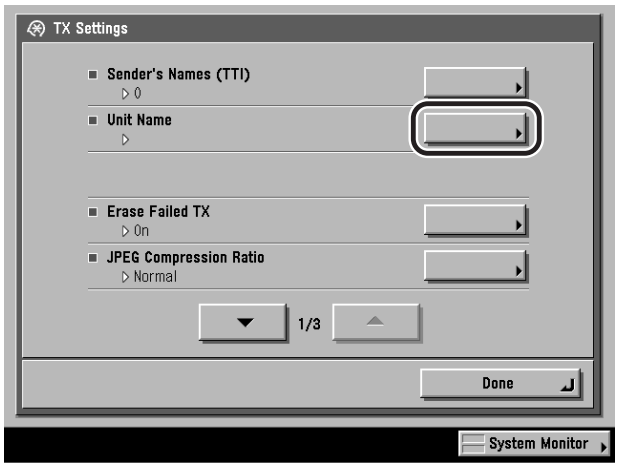
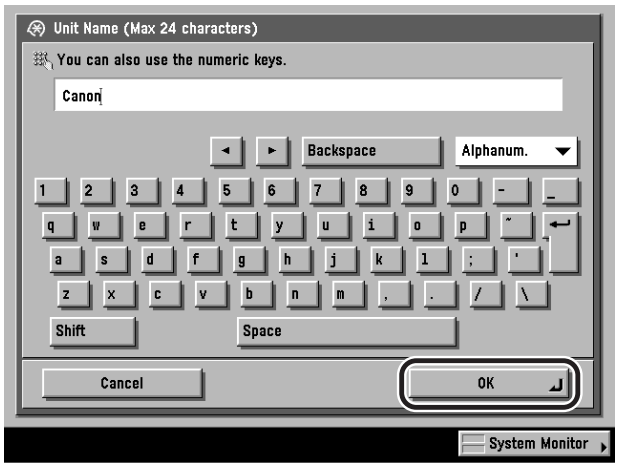
2 Press [Unit Name].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Enter a name → press [OK].



You can enter up to 24 characters for the unit's name.

To cancel registering the unit's name, press [Cancel].

The selected mode is set.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To delete all of the entered characters, press © (Clear).

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4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

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Flow of Sending Operations

This section describes the flow of basic sending operations.

NOTE

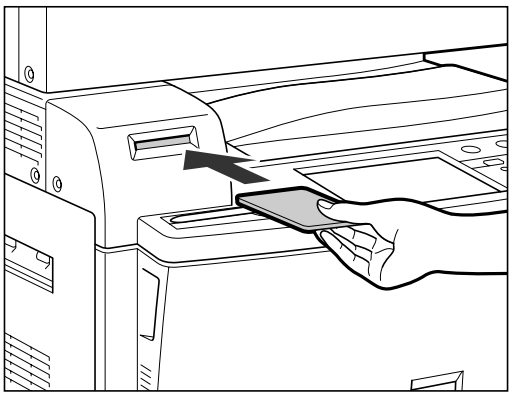
- Before using the Send function, it is useful to read the following topics:
  - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
  - Routine maintenance (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- The maximum number of send jobs that the machine can hold is 120 (including jobs with error codes). However, the actual number of send jobs that the machine can handle may be less than 120, depending on the following conditions:
  - Multiple documents are being sent at the same time
  - Large documents are being sent
- You can print a report that contains the results of all send jobs. (See "Send TX Report," on p. 11-3.)

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, proceed to step 2.

● If the message <You must insert a control card.> appears:

❑ Insert a control card into the optional Card Reader-D1.



The Basic Features screen is displayed.

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NOTE

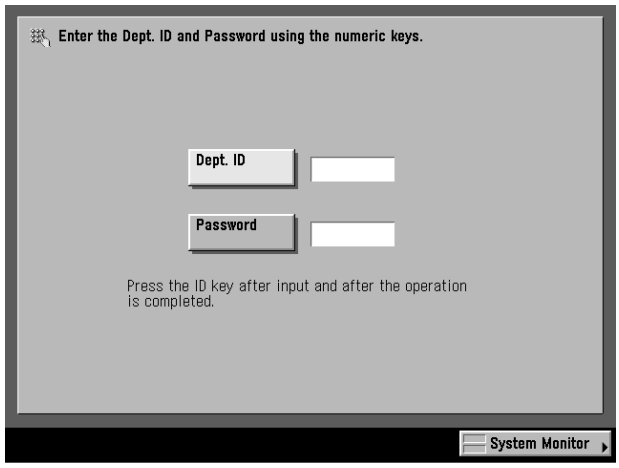
For instructions on using the optional Card Reader-D1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

- **If the message <Enter the Department ID and Password using the numeric keys.> appears:**

  ❑ Press [Dept. ID] → enter the Department ID using ⓪ - ⑨ (numeric keys).

  ❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).

  ❑ Press ⓘⓓ (ID).

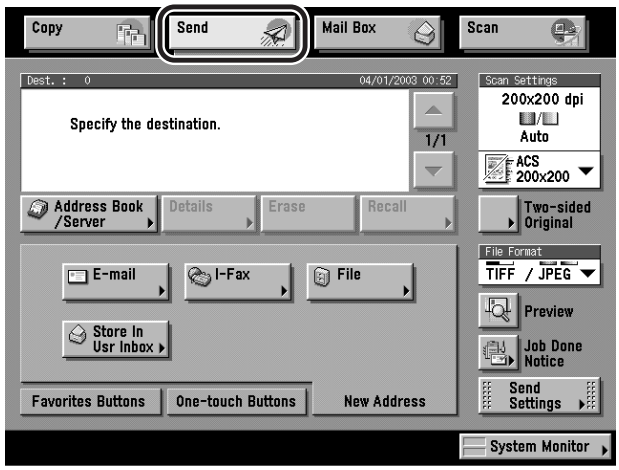

Enter the Dept. ID and Password using the numeric keys.
Dept. ID
Password
Press the ID key after input and after the operation is completed.
System Monitor

The Basic Features screen is displayed.

NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

2 Press [Send].



The Send Basic Features Screen

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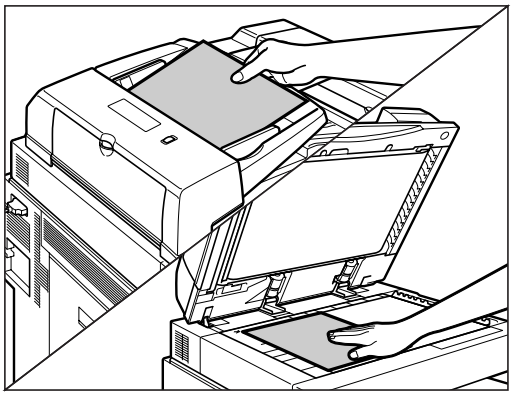
3 Place your originals.



NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-35.

4 Specify the destinations.

NOTE

- A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new addresses, including those obtained through a server, can be specified.) If you specify a group address, which is made up of several destinations, the whole group is counted as one address.
- The icons that are displayed on the screen are:
  - : Group
  - : E-mail
  - : I-Fax
  - : File Server
  - : Inbox
  - : Fax (if the optional Super G3 FAX Board is installed)

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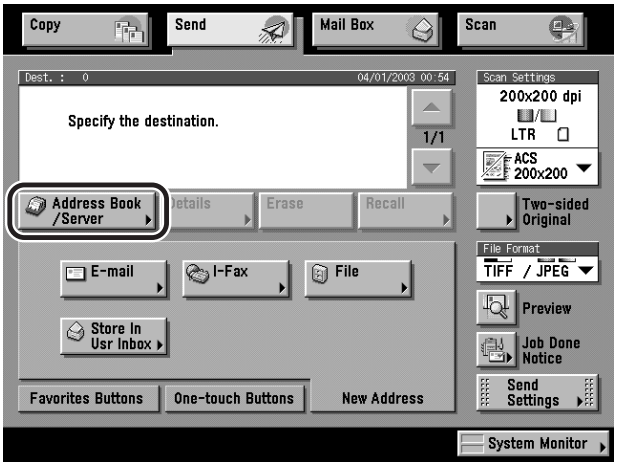
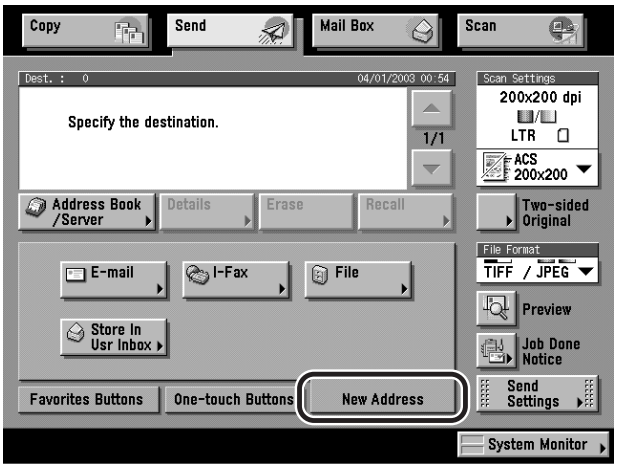
● If a destination is stored in the Address Book:

❑ Press [Address Book/Server] → select the desired destination. (See "Using the Address Book," on p. 2-2.)



● If a destination is not stored in the Address Book:

❑ Press [New Address] → select a sending method → select the desired destination. (See "Using the New Address Tab," on p. 2-5.)



NOTE

A maximum of 64 new addresses and addresses obtained through a server (User Inboxes are not included in this count) can be specified at the same time.

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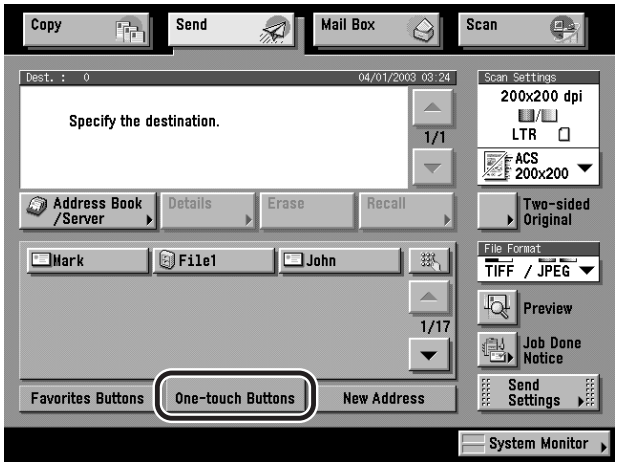
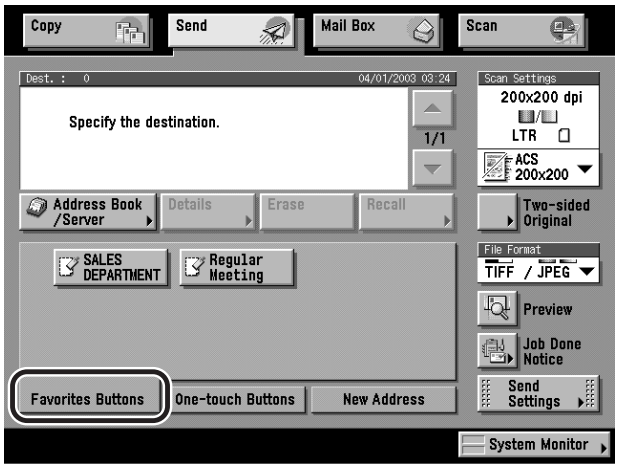
● If a destination is stored in a One-Touch Button:

❑ Press [One-touch Buttons] → select the one-touch button that contains the desired destination. (See "Using the One-Touch Buttons," on p. 2-34.)



● If a destination is stored in a Favorites Button:

❑ Press [Favorites Buttons] → select the favorites button that contains the desired destination. (See "Using the Favorites Buttons," on p. 2-36.)



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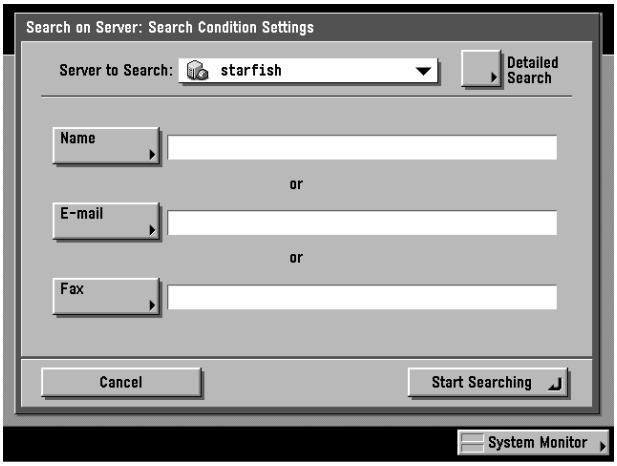
● If you want to specify a destination using a server:

❑ Press [Address Book/Server] → search through the directory listing on the server (LDAP) to specify the destination. (See "Using a Server," on p. 2-38.)



NOTE

A maximum of 64 new addresses and addresses obtained through a server (User Inboxes are not included in this count) can be specified at the same time.

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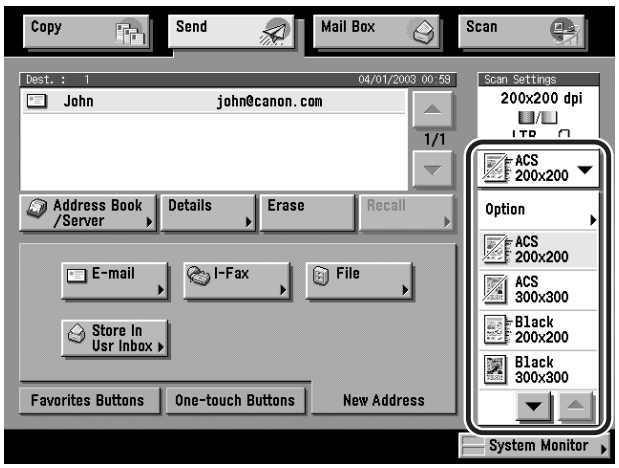
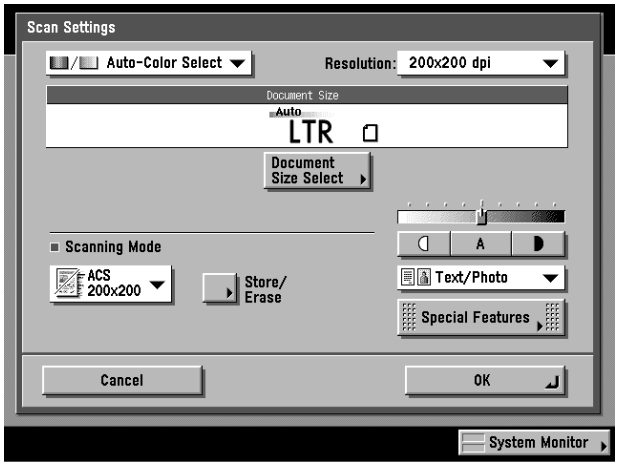
5 Press the Scan Settings drop-down list → select a scan setting.



If you do not see the desired scan setting, press [▼] or [▲] to scroll through the list.

To change the Scan mode settings, select [Option] from the Scan Settings drop-down list, and adjust the settings. (See "Scan Settings," on p. 3-5.)



NOTE

For instructions on setting the Scan mode, see "Selecting a Scan Mode," on p. 3-2.

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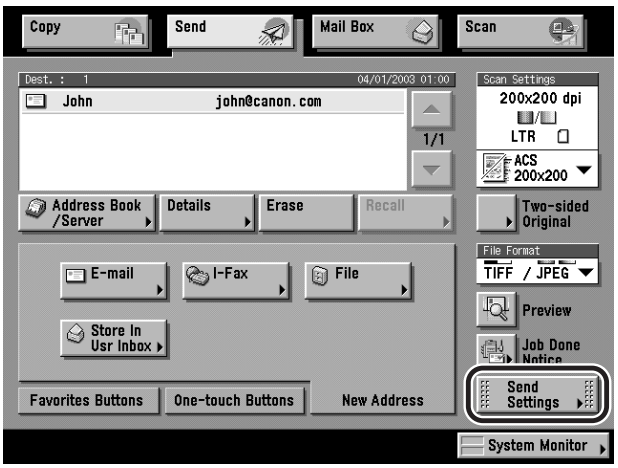
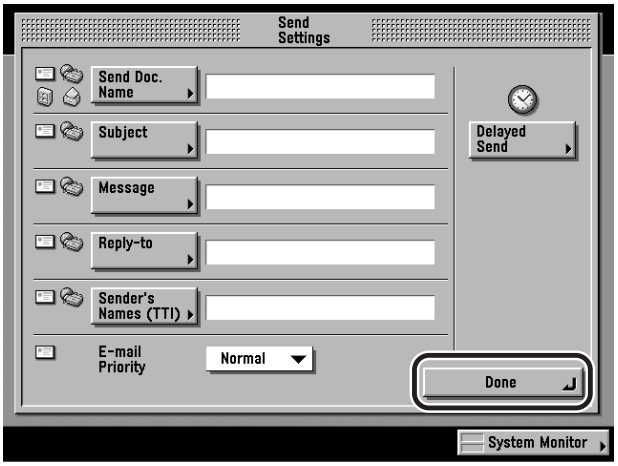
6 Press [Send Settings] → enter the send settings → press [Done].





NOTE

For instructions on specifying the Send Settings, see "Sending Methods," on p. 5-2.

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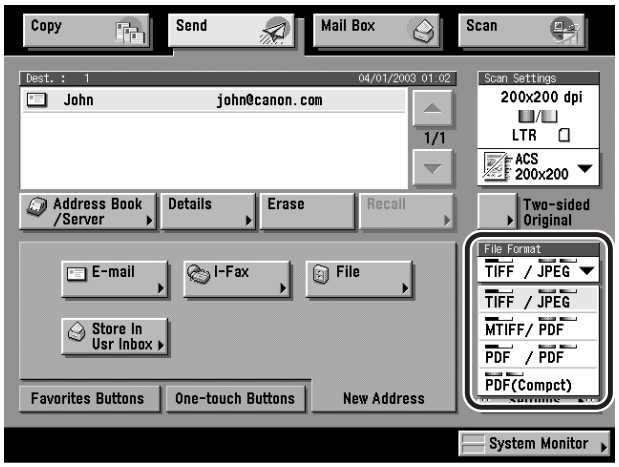
7 Press the File Format drop-down list → select a file format.



This part of the procedure is not necessary if any one of the following is true:

- An I-fax address is specified as the destination
- A User Inbox is specified as the destination
- A Fax number is specified as the destination (if the optional Super G3 FAX Board is installed)

File Formats:

[TIFF/JPEG]: Sends images in either the TIFF (Black-and-White) or JPEG (Grayscale/Color) format.

[MTIFF/PDF]: Enables you to insert multiple images into a single MTIFF or PDF file. Sends the file in either the MTIFF (Black) or PDF (Grayscale/Color) format.

[PDF/PDF]: Enables you to insert multiple images into a single PDF file. Sends the file in the PDF format regardless of the color mode.

[PDF (Compct)]: Enables you to send files containing text originals or text/photo originals using a high compression ratio. You can also send multiple images together as one PDF file.
The Auto-Color Select (Full Color/Black-and-White) and Black-and-White color modes cannot be set together.
If you select 'PDF (Compct)' as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

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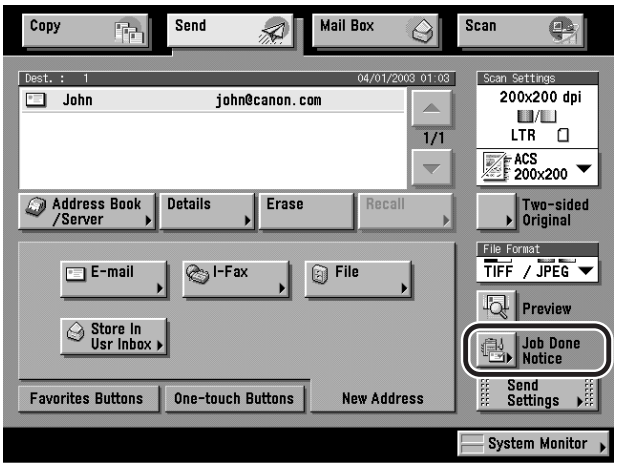
NOTE

- For more information on the different file formats, see "File Formats," in the Glossary on p. 13-12.
- If [PDF (Compct)] is selected as the File Format, set the JPEG Compression Ratio in TX Settings in Communications Settings (from the Additional Functions screen) to 'Normal' or 'Low Ratio'. If the Compression Ratio is set to 'High Ratio', the images output may be of a low quality even if [Image Priority] is selected in Image Level for PDF (Compct) in TX Settings in Communications Settings (from the Additional Functions screen). (See "JPEG Compression Ratio for Color Send Jobs," on p. 8-6.)

8 Press [Job Done Notice] → select the destination to which to send the notification message → press [OK].



You can set the notification message if necessary.

If you select a destination that is protected by Access Number Management, press [Access Number] → enter the access number for the selected destination. (See "Specifying Destinations," on p. 2-2.)

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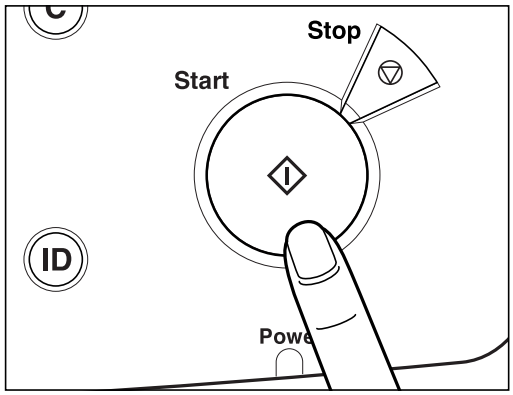
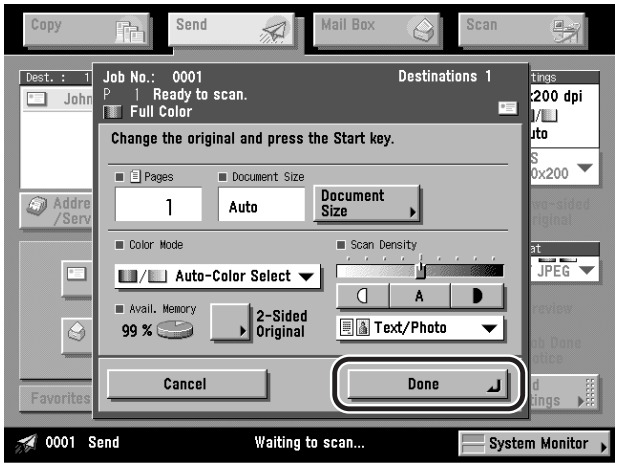
NOTE

- To display [Access Number], set the Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- For instructions on setting the Job Done Notice, see "Job Done Notice," on p. 5-37.

9 Press (Start).



If the following screen is displayed, follow the instructions on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].



Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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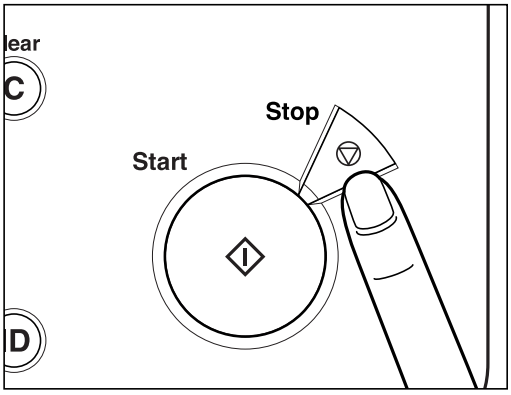
10 If you want to cancel sending, press (Stop).

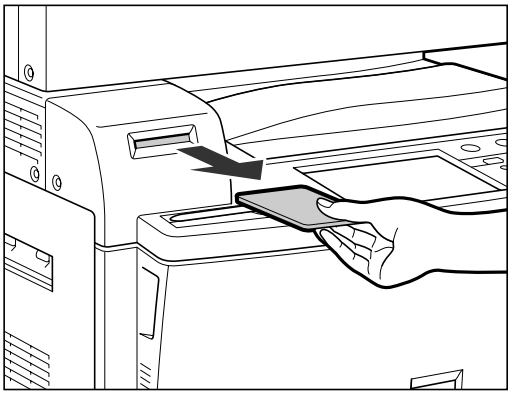


NOTE

- You can press the (Stop) button to cancel a send job that is being scanned.
- For instructions on canceling a send job, see "Canceling a Job," on p. 1-42.
- You can also cancel a send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-44.)

11 When scanning is complete, remove your originals.

12 If the optional Card Reader-D1 is attached, remove the control card.



NOTE

For instructions on using the optional Card Reader-D1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.

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13 If Department ID Management is set, press (ID) (ID).

NOTE

For instructions on using Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

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Placing Originals

You can use the Color imageRUNNER C3200 to scan originals only if the optional Color Image Reader-C1 and Platen Cover Type G are attached, or if the optional Color Image Reader-C1 and Feeder (DADF-K1) are attached.

Place your originals on the platen glass or in the feeder, depending on the size and type of original that you want to scan and send, and the send settings that you have specified.

NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen (press [Option] from the Scan Settings drop-down list). (See "Job Build," on p. 4-19.)

■ Platen Glass

Place the originals on the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies.

■ Feeder

Place the originals in the feeder when you want to scan several originals at the same time, and press ◎ (Start). The machine automatically feeds the originals onto the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

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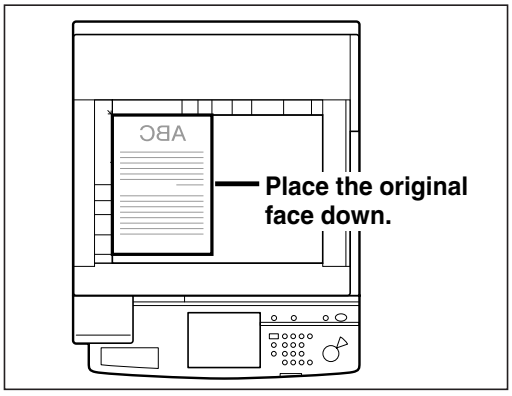
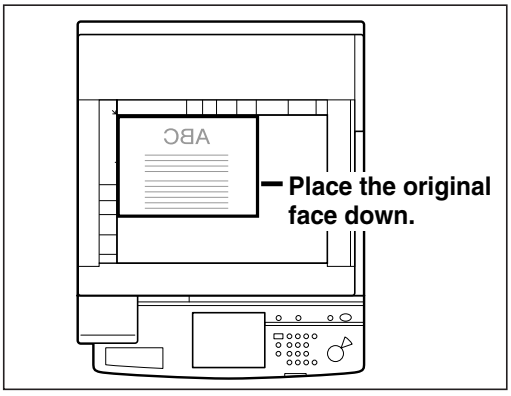
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or the back edge of the feeder.

Platen Glass

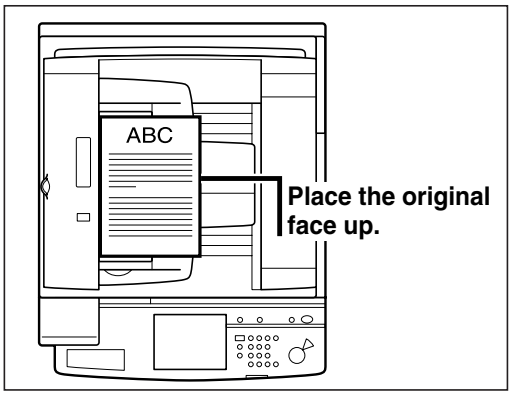


Vertical Placement

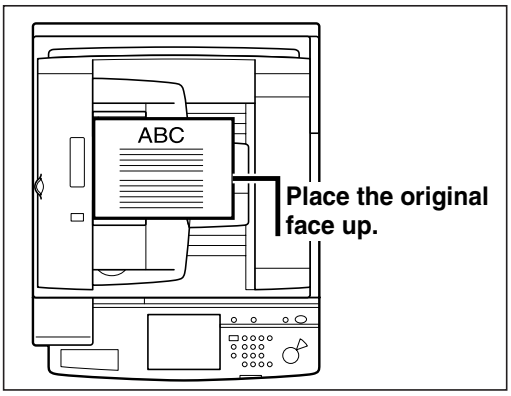


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the scan and send modes that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.
  - Platen glass: LTR, STMT
  - Feeder: LTR
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" x 17" and LGL originals must be placed horizontally.

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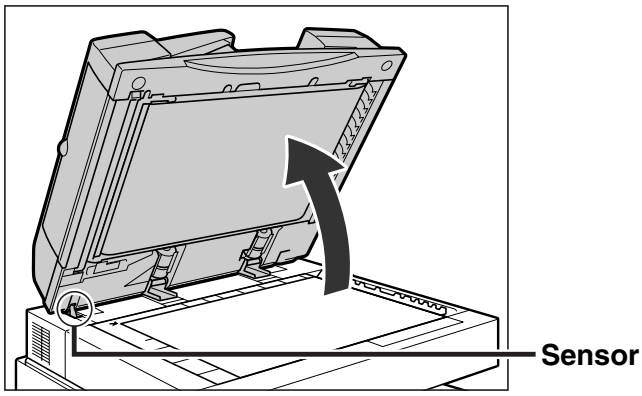
Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies into memory. You should also place the original on the platen glass when you want to scan an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. (See "Document Size," on p. 3-7.)

NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

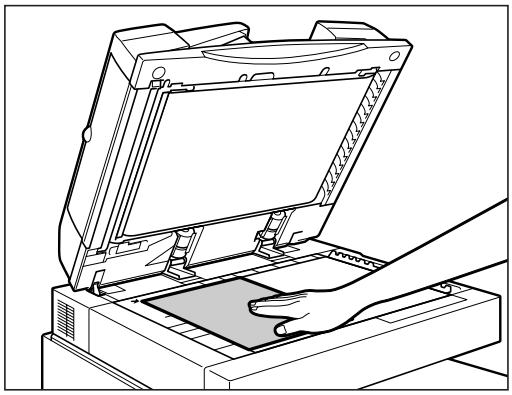
1 Lift the feeder/platen cover.



IMPORTANT

This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover about 11 7/8" (300 mm) so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

2 Place your originals face down.



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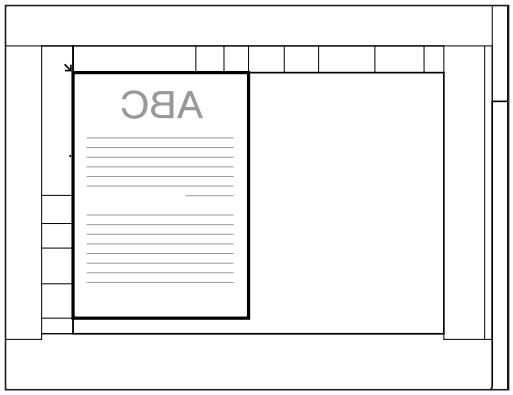
The surface of the original that you want to scan must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

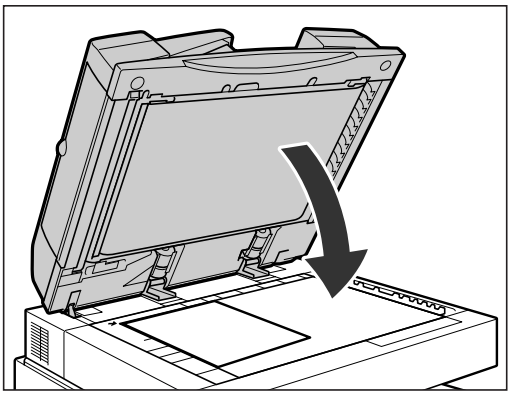


Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder/platen cover.



CAUTION

- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to scan thick books. Doing so may damage the platen glass and result in personal injury.**

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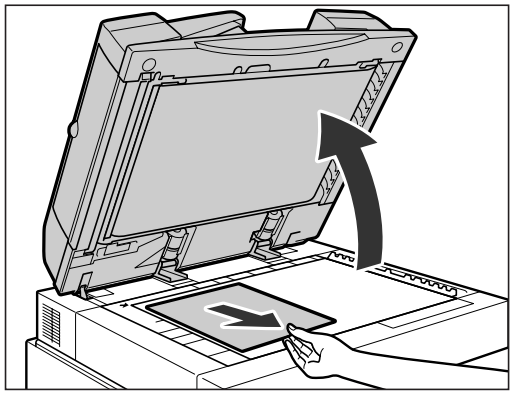
IMPORTANT

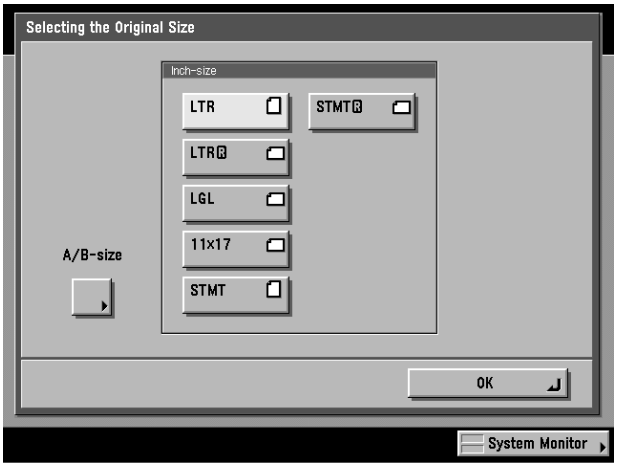
- If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before scanning.
- If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

NOTE

- Remove the original from the platen glass when scanning is complete.



- The size of STMT and STMTR originals cannot be detected. After pressing (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.



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Feeder (DADF-K1) (Optional)

You should use the feeder when you want to scan several originals at the same time. Place the originals in the feeder and press ◎ (Start). The machine automatically feeds the originals onto the platen glass and scans them into memory. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

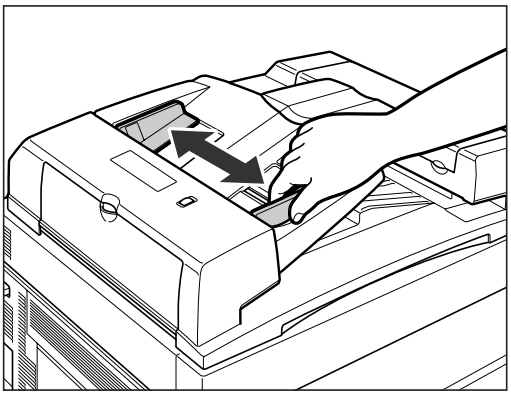
You can place the following originals in the feeder's original supply tray:

- Weight: 14 to 28 lb bond (52 to 105 g/m^2)
- Size: 11" x 17", LGL, LTR, LTRR, or STMT
- Tray Capacity:
  - 11" x 17", LGL: 15 sheets (20 lb bond (80 g/m^2))
  - LTR or STMT: 30 sheets (20 lb bond (80 g/m^2))

IMPORTANT

- Do not place the following types of originals in the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times. (This number varies, depending on the type and quality of the original.)
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them in the feeder.

1 Adjust the slide guides to fit the size of your originals.



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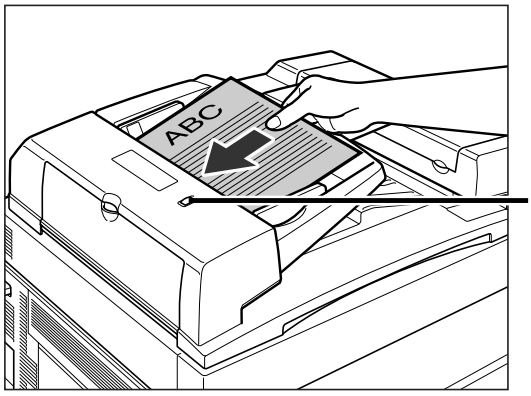
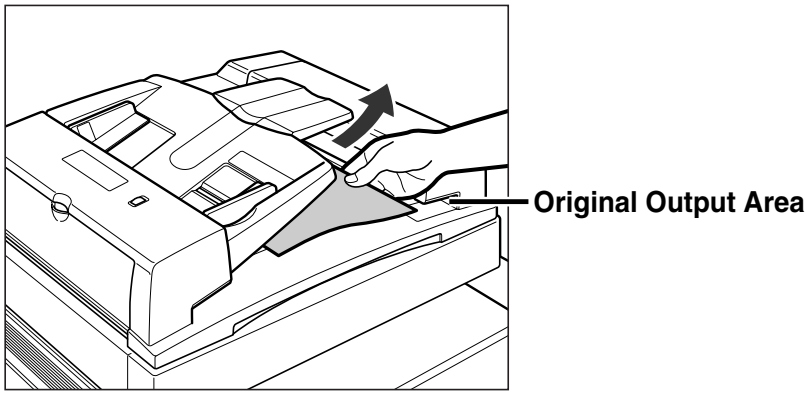
2 Neatly place your originals with the side to be scanned face up in the original supply tray.

Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



NOTE

- When you are enlarging LTR originals to 11" x 17" or LGL paper, place your originals horizontally.
- The scanned originals are output to the original output area in the order they are fed into the feeder.
- You can place different size originals together in the feeder if you set the Different Size Originals mode. However, the length (vertical direction) of the different paper sizes must be the same. For example, 11" x 17" and LTR paper can be placed together. (See "Different Size Originals," on p. 4-17.)

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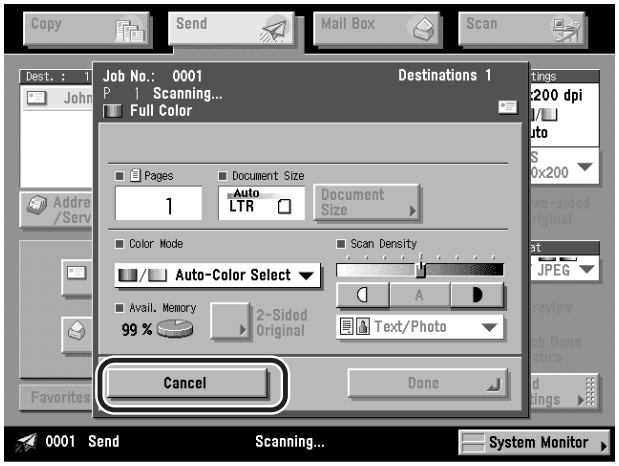
Canceling a Job

This section explains how to cancel a send job in several ways.

Using the Touch Panel Display

You can cancel a send job by pressing [Cancel], when the job has been scanned with the optional Color Image Reader-C1 attached.

1 Press [Cancel] on the screen shown below, which appears while the machine is scanning.



The send job is canceled.

2 Remove your originals.

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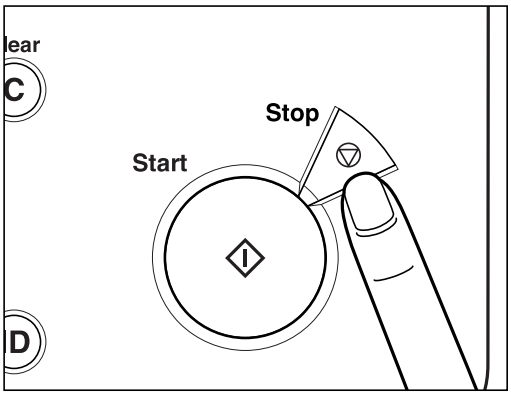
Using the Stop Key

You can cancel a send job by pressing (Stop), when the job has been scanned with the optional Color Image Reader-C1 attached.

NOTE

You can press (Stop) only to cancel a send job that is being scanned.

1 Press (Stop).



The send job is canceled.

2 Remove your originals.

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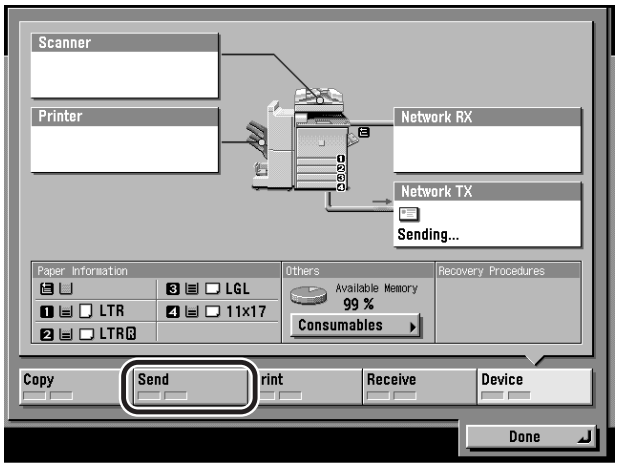
Using the System Monitor Screen

You can cancel a send job while it is waiting to be processed, or while it is being sent.

1 Press [System Monitor].

2 Press [Send].



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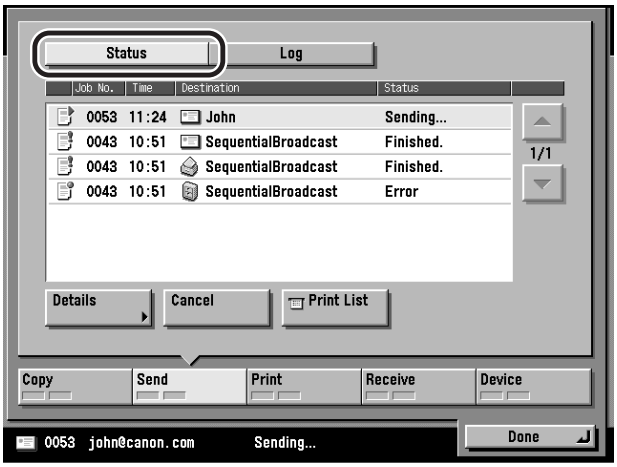
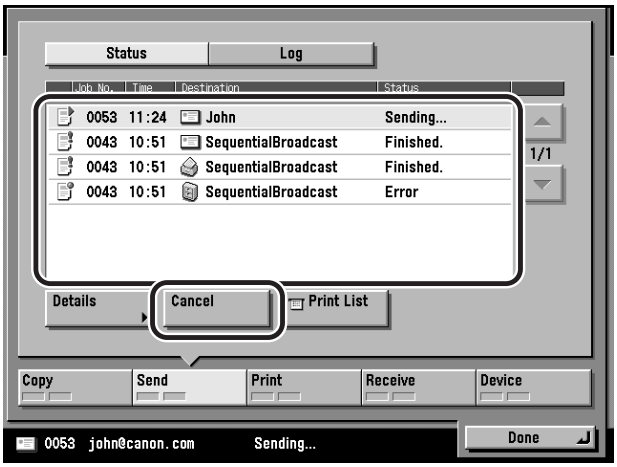
3 Press [Status].



4 Select the job to be canceled → press [Cancel].



If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll through the list.

You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

If a job is in the process of being sent, it may not be canceled even if you press [Cancel].

The message <Is it OK to cancel?> appears on the touch panel display.

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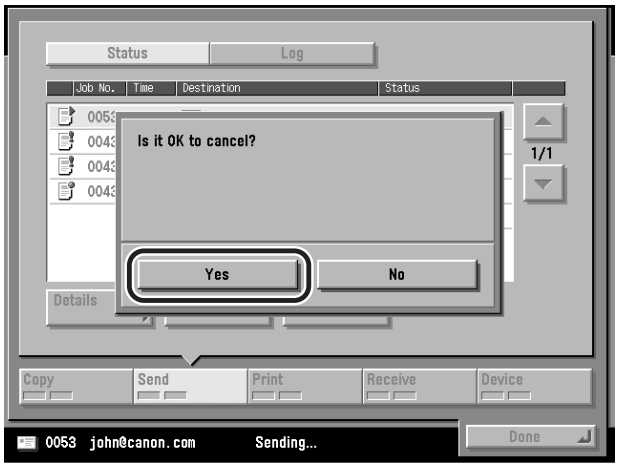
5 Press [Yes].



If you do not want to cancel the send job, press [No].

The message <Canceling...> appears for approximately two seconds on the touch panel display.

The send job is canceled.

NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

6 Press [Done].

The display returns to the Send Basic Features screen.

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Basic Sending Methods

2
CHAPTER

This chapter describes how to specify, check, change, and erase destinations.

Specifying Destinations 2-2
- Using the Address Book 2-2
- Using the New Address Tab 2-5
- Using the One-Touch Buttons 2-34
- Using the Favorites Buttons 2-36
- Using a Server 2-38

Checking/Changing a Destination 2-49

Erasing a Destination 2-52

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Specifying Destinations

This section describes how to specify a destination for a send job. You can select a destination stored in the Address Book or a one-touch button, or specify a new address altogether. You can also recall the destinations and settings stored in the favorites buttons to check their contents, edit them, or delete them.

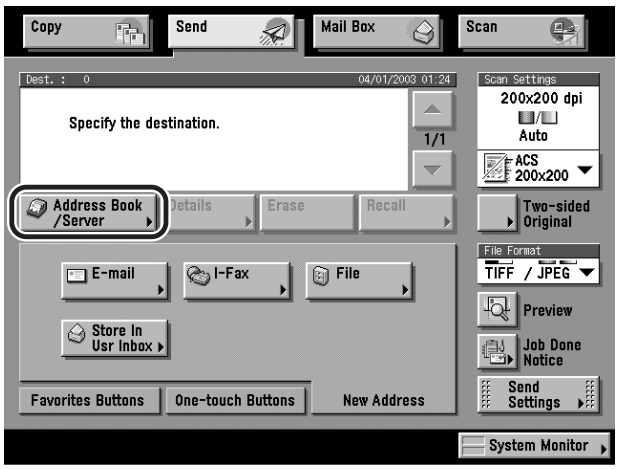
Using the Address Book

You must specify the destination (such as an e-mail address, I-fax address, or file server address) in order to send documents. If you store addresses in the Address Book, you can easily select them. Addresses are stored in Address Book Settings (from the Additional Functions screen). (See "Storing New Addresses," on p. 9-5.)

NOTE

- A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new addresses, including those obtained through a server, can be specified.) If you specify a group address, which is made up of several destinations, the whole group is counted as one address.
- Address Books can be saved, imported, and transferred using the Remote User Interface. (See Chapter 2, "Checking and Managing Functions," and Chapter 3, "Customizing Settings," in the *Remote UI Guide*.)

1 Press [Address Book/Server].



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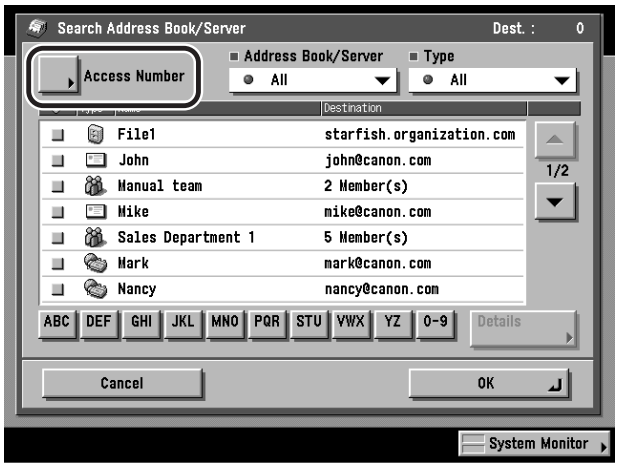
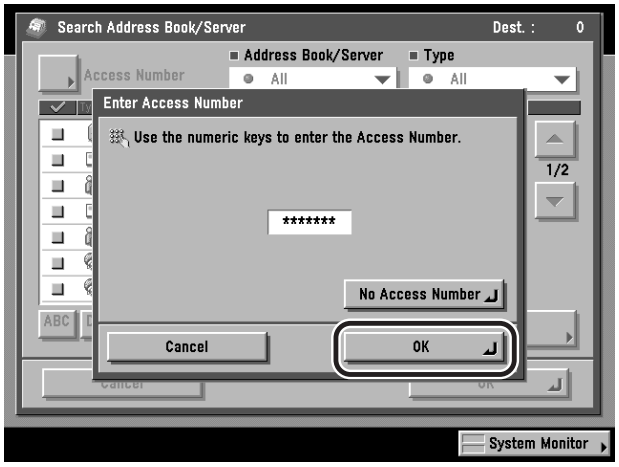
2 Select the desired destination from the Address Book.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].



  ❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



  If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

  To cancel entering the Access Number, press [Cancel].

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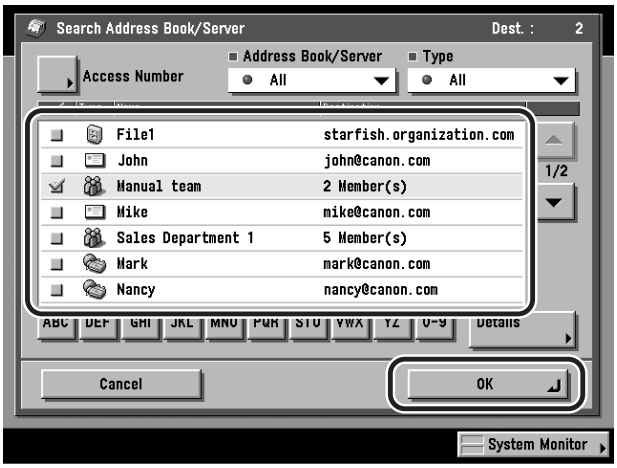
❑ Select the destination → press [OK].



● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination → press [OK].

You can select multiple destinations.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

Press the Address Book/Server drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book.

You can also specify a destination by searching the directory listings on a network server. (See "Using a Server," on p. 2-38.)

If the optional Super G3 FAX Board is installed, you can also specify fax numbers.

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The selected destination appears on the Send Basic Features screen.

NOTE

- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected destination, select the destination again to clear the check mark.
- To view the detailed information of a selected destination, select the destination → press [Details].
- If you select only one destination, press (Start) to send from the Search Address Book/Server screen.
- You can erase the destinations selected from the Address Book before you scan the document. (See "Erasing a Destination," on p. 2-52.)

Using the New Address Tab

You must specify the destination (such as an e-mail address, I-fax address, or file server address) in order to send documents. This section describes the procedure for specifying a new destination that has not been stored in the Address Book.

NOTE

- If you frequently send documents to the same destinations, store these destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 9-5.)
- A maximum of 64 new addresses and addresses obtained through a server (User Inboxes are not included in this count) can be specified at the same time.
- If the optional Super G3 FAX Board is installed, you can also specify fax numbers.

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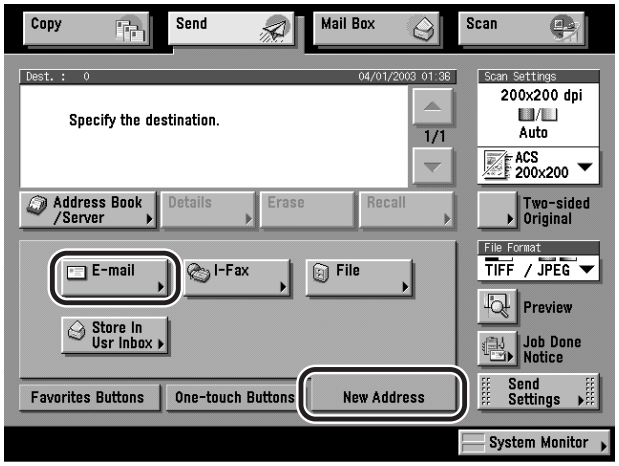
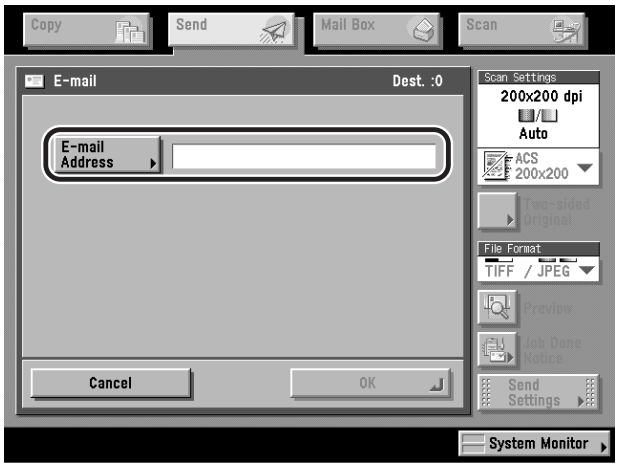
Specifying an E-Mail Address

This mode enables you to specify a new e-mail address. You can enter an e-mail address directly from the keyboard on the touch panel display.

1 Press [New Address] → [E-mail].



2 Press [E-mail Address].



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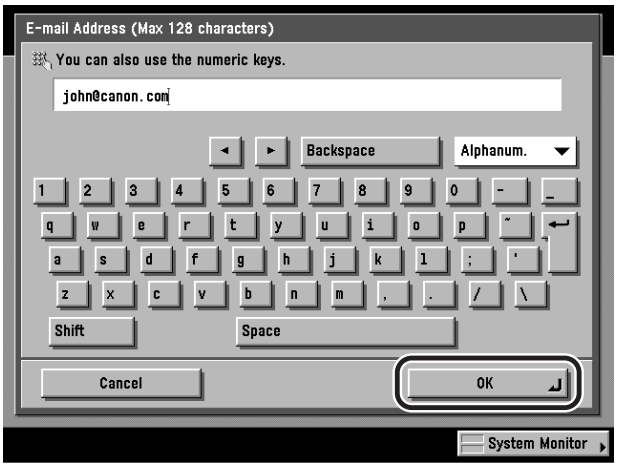
3 Enter the e-mail address → press [OK].



You can enter up to 128 characters for the e-mail address.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4 Press [OK].

The specified e-mail address appears on the Send Basic Features screen.

IMPORTANT

The e-mail address you just entered is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can edit an e-mail address from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-49.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)

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Specifying an I-Fax Address

This mode enables you to specify a new I-fax address. Regardless of the distance and area, I-fax helps you to reduce transmission cost by making transactions via the Internet. You can enter an I-fax address directly from the keyboard on the touch panel display. You can also specify the scan settings and the settings at the destination when using I-fax.

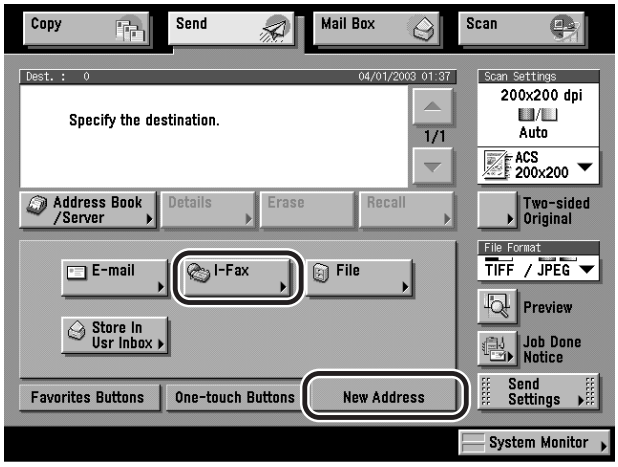
IMPORTANT

If the destination is an I-fax address, the original is always scanned and sent in the Black-and-White mode.

NOTE

- Sending by I-fax has the following limitations.
  - Size is fixed to LTR. This is because the sender does not know whether the machine at the destination can receive sizes other than LTR.
  - Resolution is fixed to 200 x 200 dpi. (200 x 100 dpi also can be selected optionally.)
  - Images can be sent only in monochrome. They are sent in TIFF-MH format.
- If you send by e-mail, the above-mentioned limitations do not apply. The image is sent as a file attached to the e-mail.
  - Sizes other than LTR can be selected.
  - The resolution can be selected.
  - Images can be sent in color also. Color images are sent in JPEG or PDF format, and monochrome images are sent in TIFF-MMR format.

1 Press [New Address] → [I-Fax].



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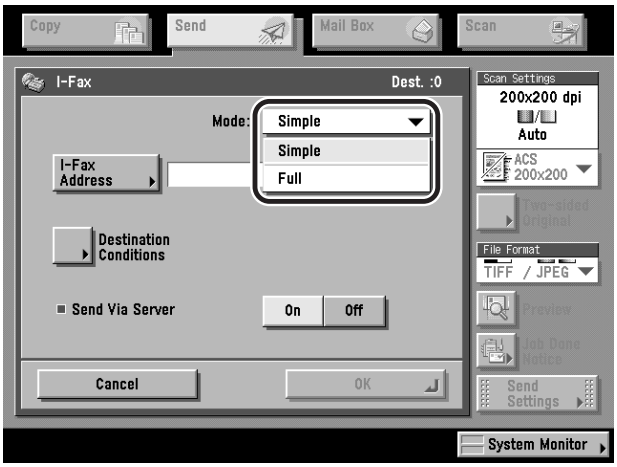
2 Press the Mode drop-down list → select [Simple] or [Full].



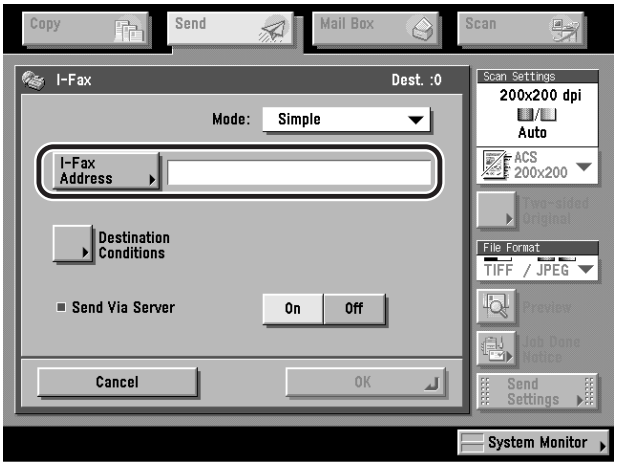
[Simple]: Sends scanned data as an image via the Internet.

[Full]: Sends scanned data as an image via the Internet, and enables you to receive a delivery confirmation message telling you whether your I-fax was sent successfully.

NOTE

- In order for you to receive a confirmation message telling you the delivery status of your I-fax document, the recipient's machine must have I-fax capabilities and be compatible with the Full mode.
- If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for result...> on the Status screen until the time set for Full Mode TX Timeout in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <->.

3 Press [I-Fax Address].



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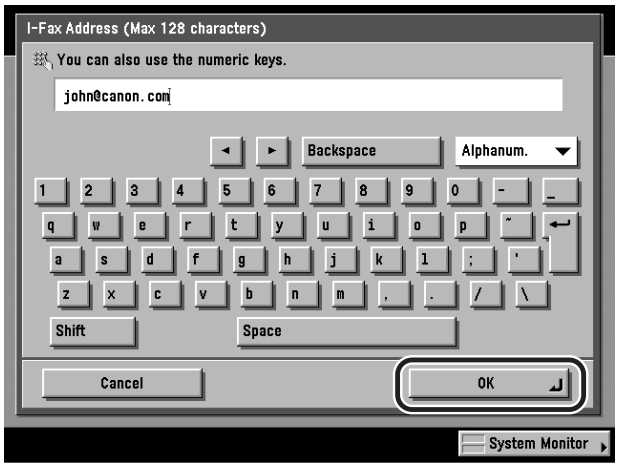
4 Enter the I-Fax address → press [OK].



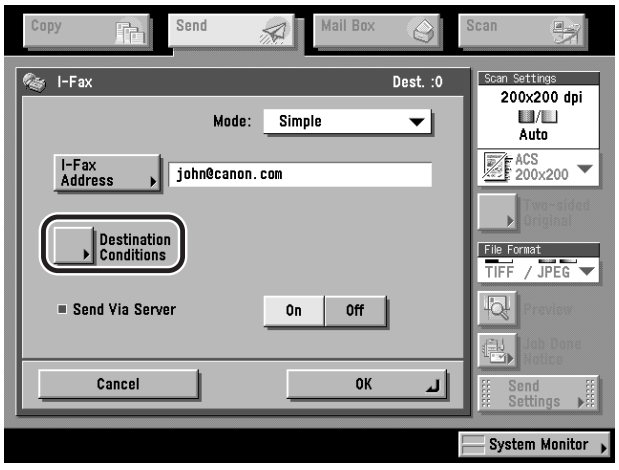
You can enter up to 128 characters for the I-Fax address.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you do not send documents via a server, and the recipient's IP address is not registered on a DNS server, use the following format to enter the domain name: (user)@(the recipient's IP address).

5 Press [Destination Conditions] to set how the document is received by the recipient.



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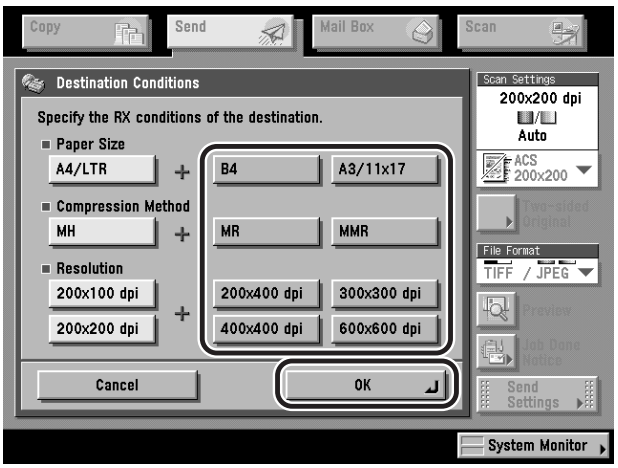
6 Specify the receiving conditions of the destination → press [OK].



The following conditions are always selected:

- Paper Size: A4/LTR
- Compression Method: MH (Modified Huffman)
- Resolution: 200 x 100 dpi and 200 x 200 dpi

The paper sizes LTR, LGL, and STMT are included in [LTR].

IMPORTANT

Set the destination conditions according to the specifications of the recipient's machine. An error in transmission may occur if you set conditions that the recipient's machine does not support.

NOTE

Available compression methods are:

- MH (Modified Huffman) - a coding system that horizontally scans and compresses extended areas of white and black dots.
- MR (Modified Read) - a coding system that horizontally and vertically scans and compresses white and black areas. Faster than MH.
- MMR (Modified Modified Read) - an adaptation of Modified Read, originally for use in digital machines. Faster than MR.

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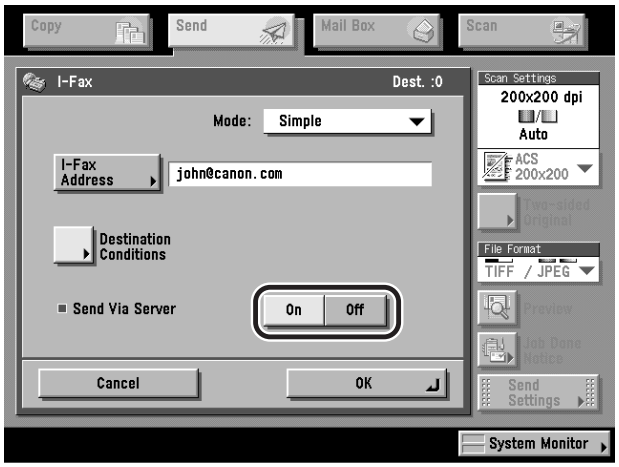
7 Select [On] or [Off] for <Send Via Server>.



[On]: Sends your I-fax documents via a mail server. This enables you to send documents to destinations via the Internet in the same way that you send an e-mail.

[Off]: Does not send your I-fax documents via a server. You can send large amounts of image data to a recipient within the same LAN (Local Area Network) environment without placing a burden on the mail server. This enables you to send documents quickly and directly to the recipient. To use this setting, it is necessary to set up an MX (Mail eXchange) record on the DNS server. Ask your System Manager whether this type of sending is possible before you set <Send Via Server> to 'Off'.

IMPORTANT

The Send Via Server setting is available only if <Use Send Via Server> is set to 'On' from the E-mail/I-Fax Settings screen. To access this screen, press (Additional Functions) → [System Settings] → [Communications Settings] → [Email/I-Fax Settings]. If <Use Send Via Server> is set to 'Off', <Send Via Server> is grayed out, and I-fax jobs are always sent via the server. (See "E-Mail/I-Fax Settings," on p. 10-4.)

NOTE

Even if <Send Via Server> is set to 'Off', delivery confirmation of documents sent using the Full mode is carried out via the server.

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8 Press [OK].

The selected modes are set, and the specified I-fax address appears on the Send Basic Features screen.

IMPORTANT

The I-fax address you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-49.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)

Specifying a File Server

This section describes the three procedures for specifying a file server on the network as the destination of a send job. You can use the keyboard, Browse key if you select Windows (SMB) as the server protocol, or Browse key if you select NetWare (IPX) as the server protocol.

IMPORTANT

Windows NT/2000/XP restricts the number of users or clients that can be accessed. Once the limit of users or clients has been reached, it is not possible to send documents to a file server using Windows NT/2000/XP.

NOTE

- Set the following items when sending to a file server:
  - Protocol
  - Host Name
  - File Path
  - User
  - Password
- For examples of the settings that are needed to send documents to a file server, see the *Network Guide*.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can use 0 - 9 (numeric keys) to enter numbers, and C (Clear) to clear your entry.
- If you are sending to an imageWARE Document Manager folder, set the FTP server address specified in imageWARE Gateway as the destination. By using imageWARE Document Manager and the send function of the imageRUNNER, you can manage digitized paper documents and computer data on the network.

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■ Using the Keyboard

You can specify a file server as the destination directly from the keyboard displayed on the touch panel display. Press [Host Name], [File Path], [User], and [Password] to specify the file server settings.

■ Using the Browse Key (Windows (SMB))

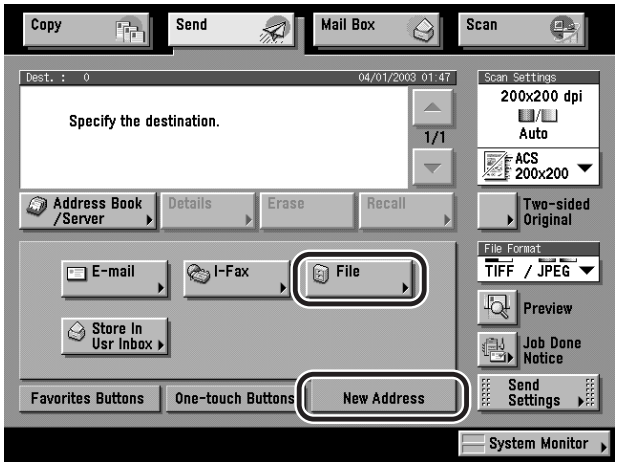
If you select [Windows (SMB)] as the server protocol, you can specify a file server connected to a specific network by pressing [Browse] on the File screen.

■ Using the Browse Key (NetWare (IPX))

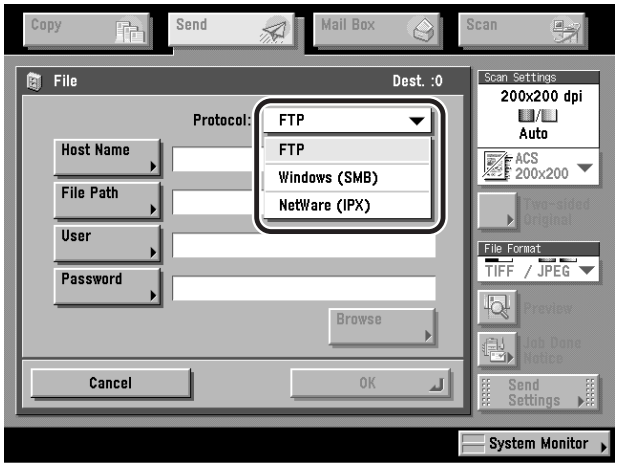
If you select [NetWare (IPX)] as the server protocol, you can specify a file server connected to a specific network by pressing [Browse] on the File screen.

■ *Using the Keyboard*

1 Press [New Address] → [File].



2 Press the Protocol drop-down list → select the desired server protocol.



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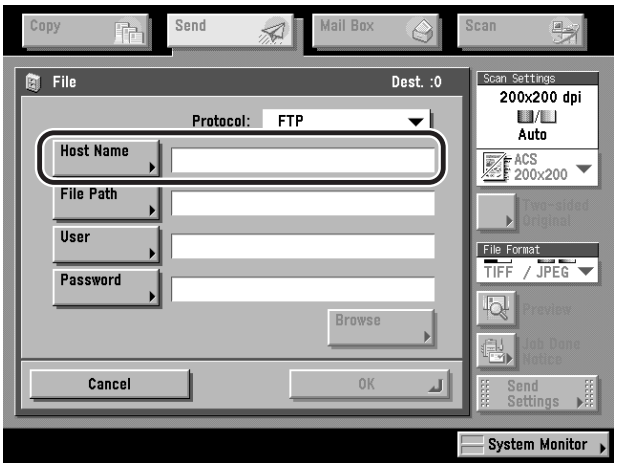
The following server protocols may be used:

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Server 4.0 under Windows NT Server 4.0, Internet Information Services 5.0 under Windows 2000 Server, or Internet Information Services 5.1 under Windows XP Professional.

[Windows (SMB)]: Select this protocol if you are sending documents to a computer using Windows NT 4.0 or Windows 95/98/Me/2000/XP.

[NetWare (IPX)]: Select this protocol if you are sending documents to a computer using Novell NetWare 3.2 or later.

3 Press [Host Name].



A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to specify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

If you select [Windows (SMB)] or [NetWare (IPX)] as the server protocol, you can specify the file server by pressing [Browse]. For instructions on using the Browse key, see "Using the Browse Key (Windows (SMB))," on p. 2-21, or "Using the Browse Key (NetWare (IPX))," on p. 2-26.

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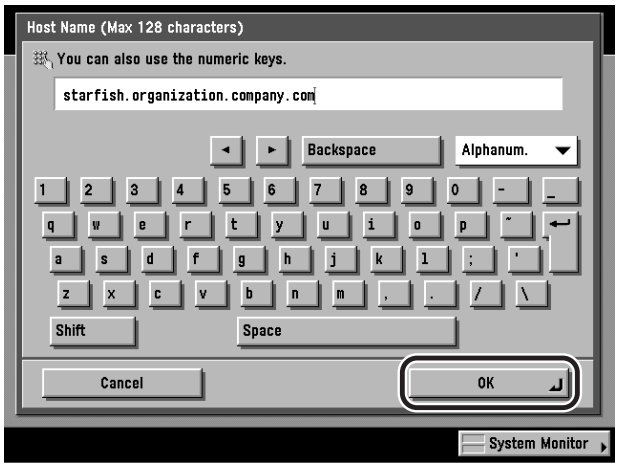
4 Enter the host name → press [OK].



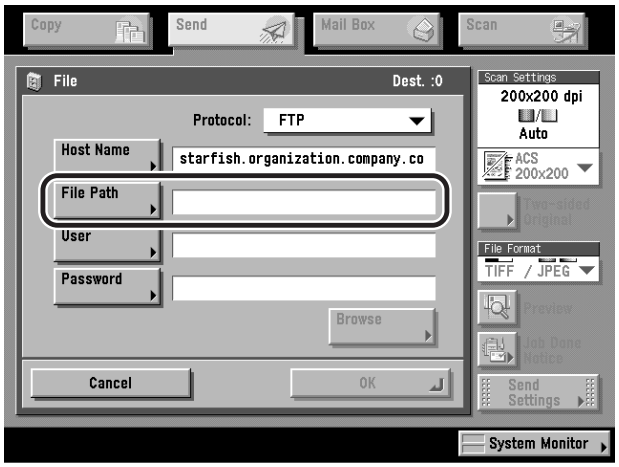
When FTP is selected as the server protocol, you can also specify a port number after the host name address by entering a colon (:) and the port number.

Example: 192.168.100.50:21000

When FTP is selected as the server protocol, make sure to enter the same port number for the Host Name as the one specified for the FTP server to which you are sending your documents.

You can enter up to 128 characters for the host name.

5 Press [File Path].



A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.

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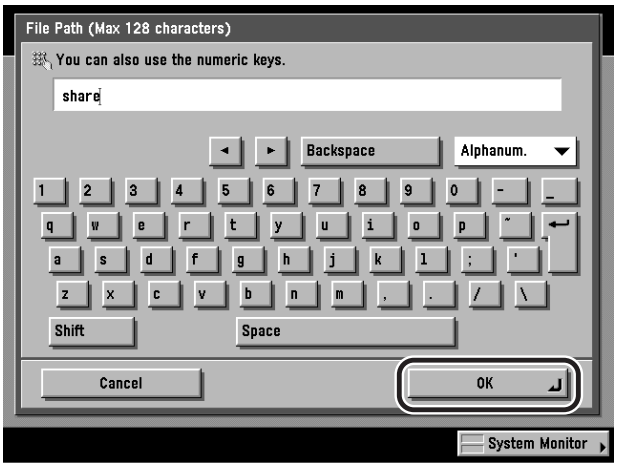
6 Enter the file path → press [OK].

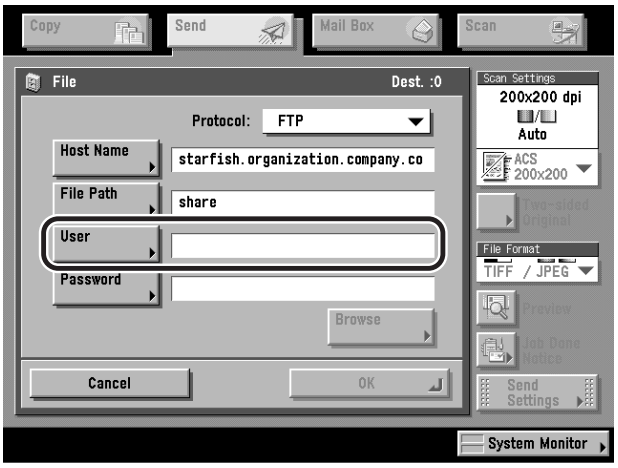


You can enter up to 128 characters for the file path.

NOTE

If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway.

7 Press [User].



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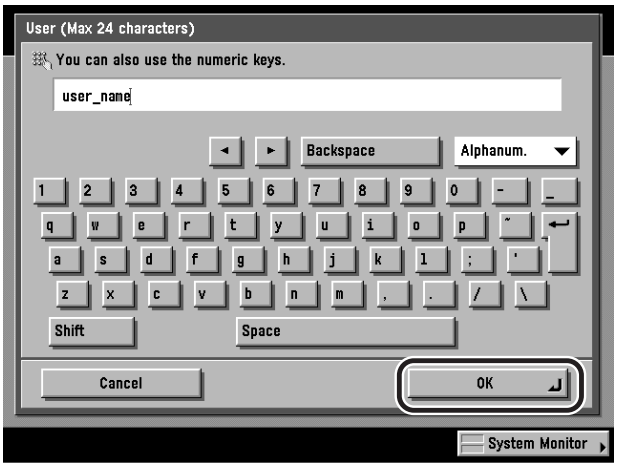
8 Enter the user name → press [OK].



You can enter up to 24 characters when FTP or NetWare (IPX) is selected as the server protocol for the user name.

If 'Windows (SMB)' is selected as the server protocol, enter the required user name information in the manner shown below:

- To enter the user name only
  Example: user_name
  Maximum 20 characters
- To enter the user name and the domain name
  Example: domain_name\user_name
  Domain name: Maximum 15 characters
  User name: Maximum 20 characters
- To enter a UPN (User Principal Name)
  Example: user_name@domain_name.com
  Maximum 128 characters

NOTE

- If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway.
- UPN (User Principal Name) can be used only if you are sending to a computer belonging to a domain operated with Active Directory.

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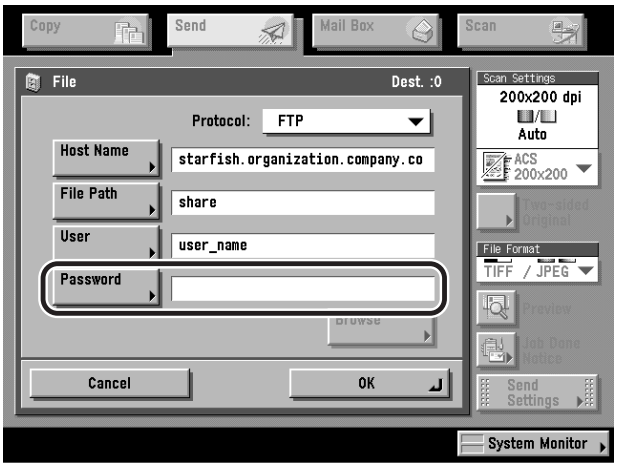
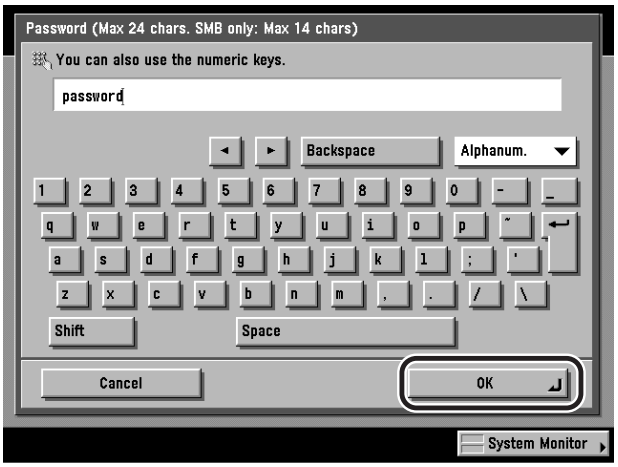
9 Press [Password].



Setting the password is optional.

10 Enter a password → press [OK].



You can enter up to 24 characters (14 characters when Windows (SMB) is selected as the server protocol) for the password.

The password appears as asterisks (*****) on the file settings screen.

NOTE

If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway.

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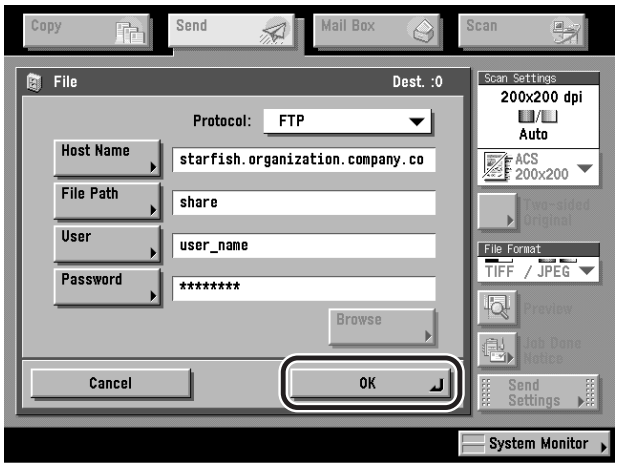
11 Confirm your settings → press [OK].



The specified file server address appears on the Send Basic Features screen.

IMPORTANT

The file server that you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-49.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)

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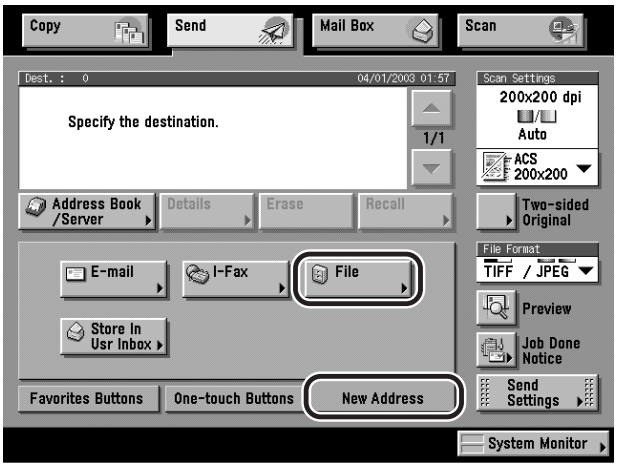
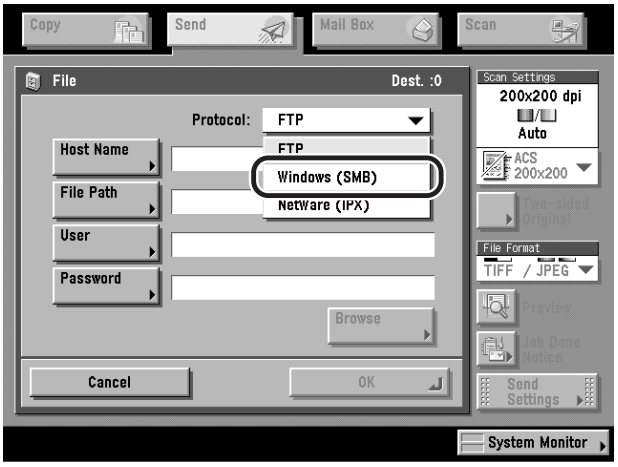
■ *Using the Browse Key (Windows (SMB))*

1 Press [New Address] → [File].



2 Press the Protocol drop-down list → select [Windows (SMB)].



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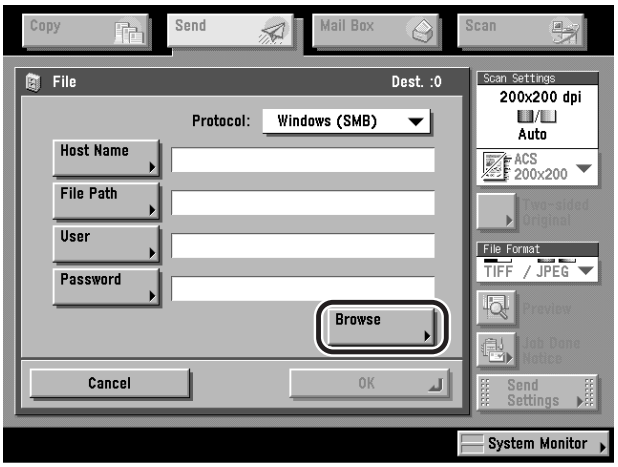
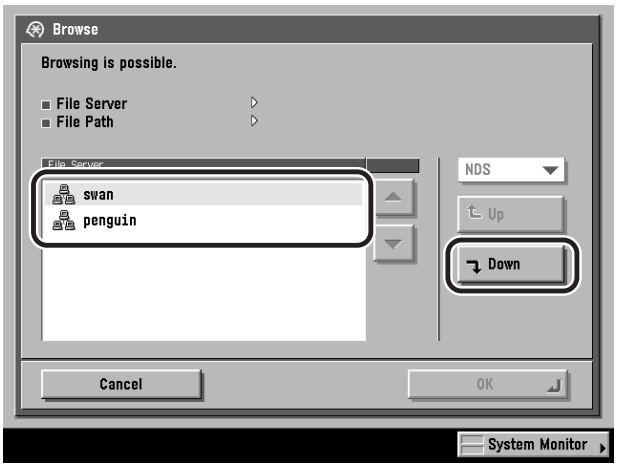
3 Press [Browse].



IMPORTANT

After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. To access Startup Time Settings, press (Additional Functions) → [System Settings] → [Network Settings] → [▼]. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

4 Select the desired workgroup → press [Down].



If the desired workgroup is not displayed, press [▼] or [▲] to scroll to the desired workgroup.

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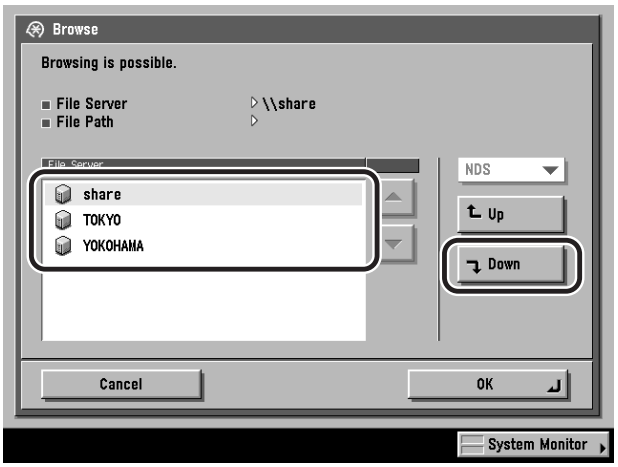
5 Select the desired file server → press [Down].

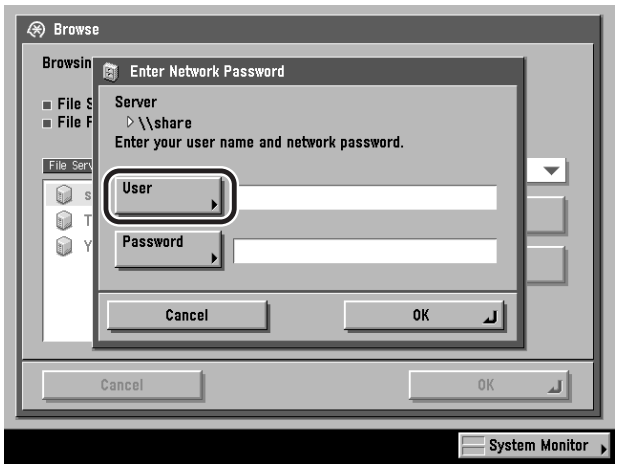


To move up one level, press [Up].

If the desired file server is not displayed, press [▼] or [▲] to scroll to the desired file server.

6 If the Enter Network Password screen is displayed, enter your user name and network password.

❑ Press [User].



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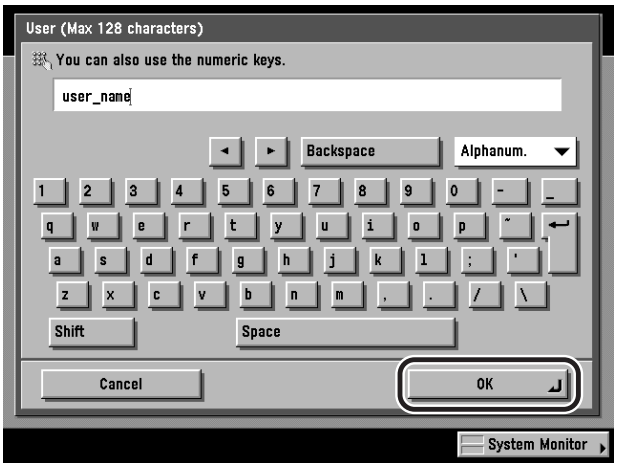
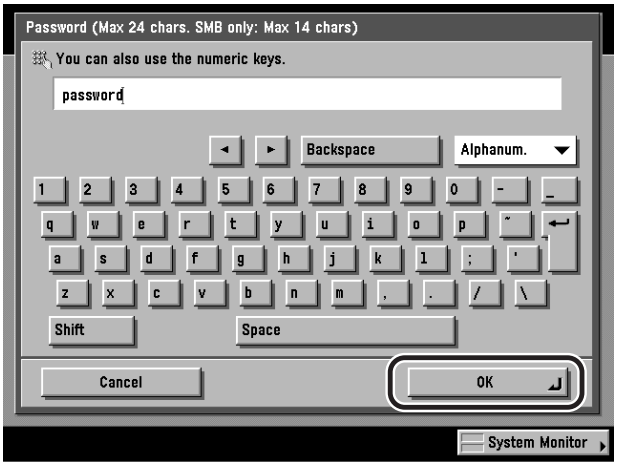
❑ Enter your user name → press [OK].



You can enter up to 128 characters for the user name.

❑ Press [Password] → enter your network password → press [OK].



You can enter up to 14 characters for the password.

After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen.

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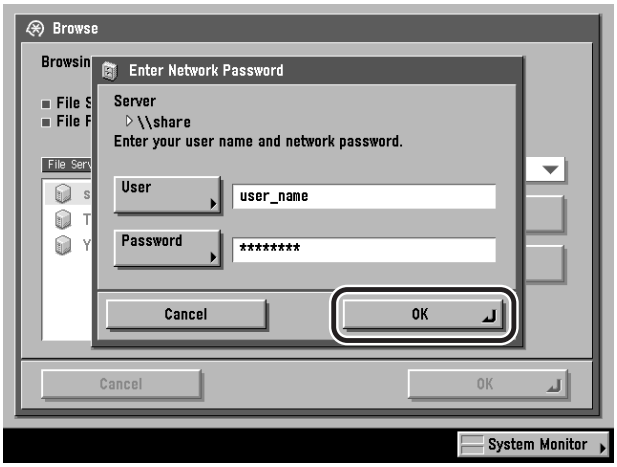
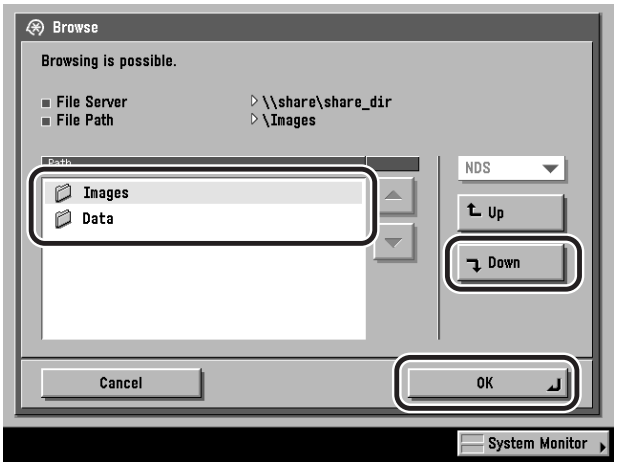
❑ Confirm your settings → press [OK].



7 Press [Down] → select the folder on the specified server to which you want to send your documents → press [OK].



To go down one level, press [Down].

To move up one level, press [Up].

If the desired folder is not displayed, press [▼] or [▲] to scroll to the desired folder.

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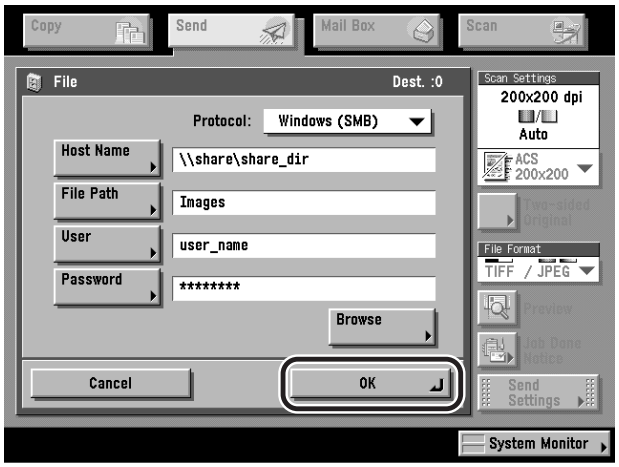
8 Confirm your settings → press [OK].



The file server destination appears on the Send Basic Features screen.

IMPORTANT

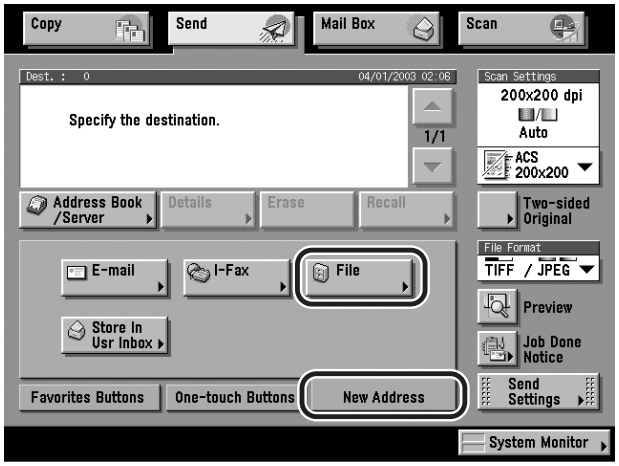
The file server that you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-49.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)

■ *Using the Browse Key (NetWare (IPX))*

1 Press [New Address] → [File].



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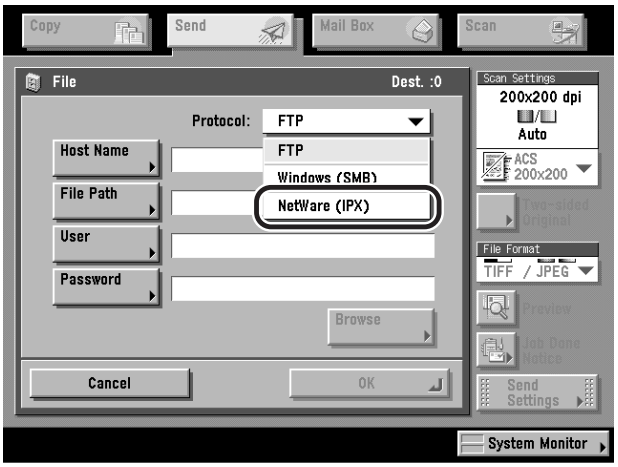
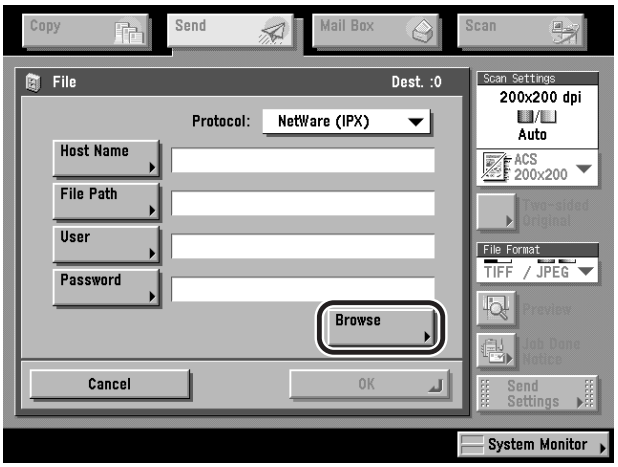
2 Press the Protocol drop-down list → select [NetWare (IPX)].



3 Press [Browse].



IMPORTANT

After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. To access Startup Time Settings, press (Additional Functions) → [System Settings] → [Network Settings] → [▼]. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

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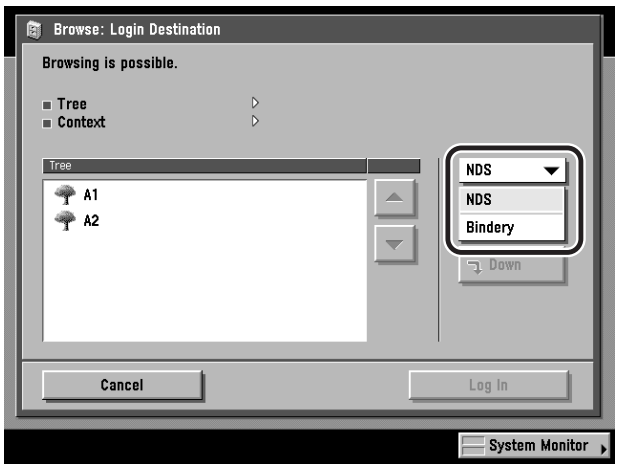
4 Press the drop-down list → select [NDS] or [Bindery] from the drop-down list.



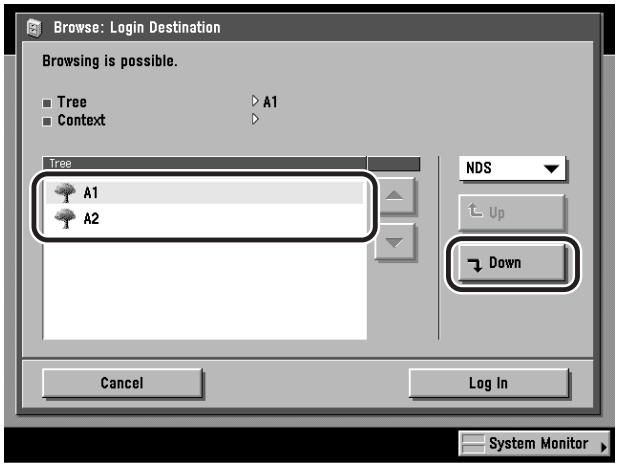
[NDS]: One of the directory services provided by Novell for managing the information of user and server names. Select [NDS] when you are using Novell NetWare V.4.x.

[Bindery]: One of the directory services provided by Novell for managing the information of user and server names. Select [Bindery] when you are using Novell NetWare V.3.x.

If you select [Bindery], follow the procedure from step 5 in "Using the Browse Key (Windows (SMB))," on p. 2-21.

If you select [NDS], follow the steps below.

5 Select the desired NDS tree → press [Down].



To move up one level, press [Up].

If the desired NDS tree is not displayed, press [▼] or [▲] to scroll to the desired tree.

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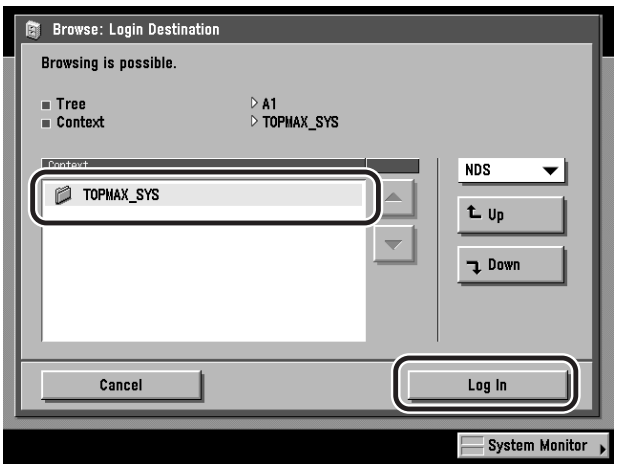
6 Select a folder on the specified server in which you want to log into → press [Log In].



If you do not want to log into a folder, press [Log In] to log into the Novell server.

To go down one level, press [Down].

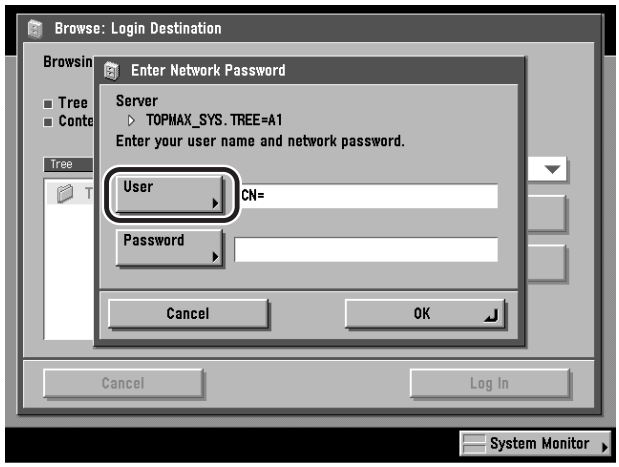
To move up one level, press [Up].

If the desired folder is not displayed, press [▼] or [▲] to scroll to the desired folder.

The Enter Network Password screen is displayed.

7 Enter your user name and network password.

❑ Press [User].



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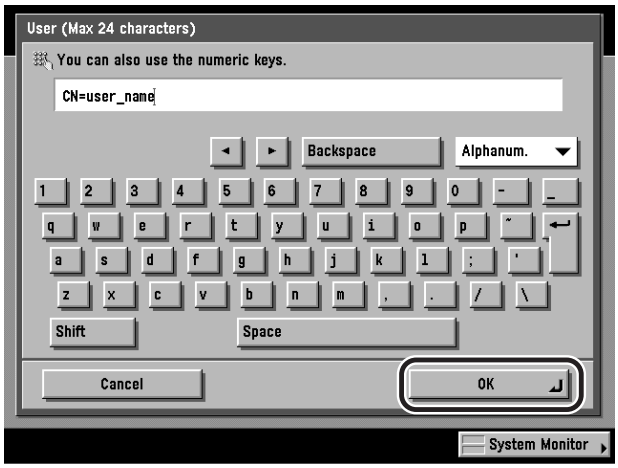
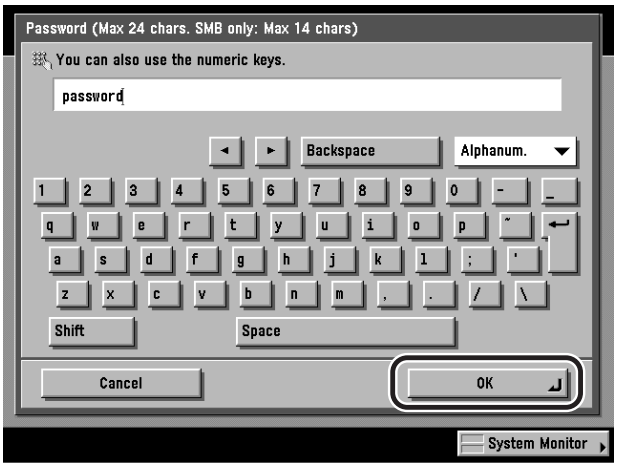
❑ Enter your user name → press [OK].



You can enter up to 24 characters for the user name.

❑ Press [Password] → enter your network password → press [OK].



You can enter up to 24 characters for the password.

After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen.

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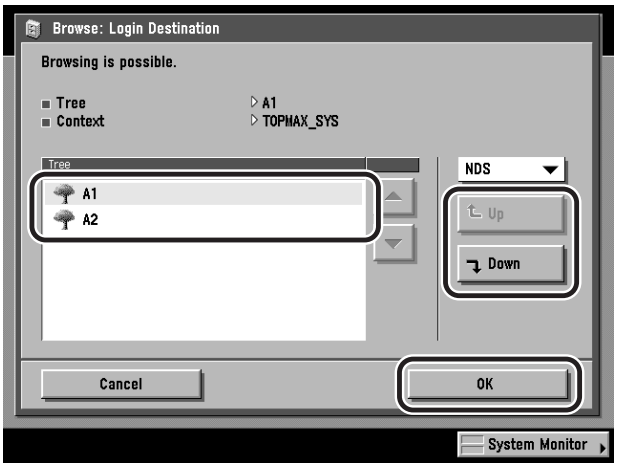
8 Confirm your settings → press [OK].

9 Press [Down] → select the folder to where you want to send your file → press [OK].



To move up one level, press [Up].

If the desired folder is not displayed, press [▼] or [▲] to scroll to the desired folder.

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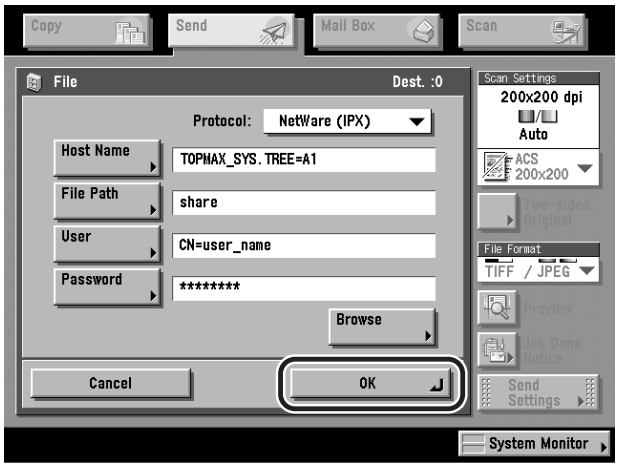
10 Confirm your settings → press [OK].



The file server destination appears on the Send Basic Features screen.

IMPORTANT

The file server that you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-49.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)

Specifying a User Inbox

You can store a scanned document in a User Inbox. User Inboxes selected in the Send function are the same User Inboxes that you can select using the Mail Box function. If you include a User Inbox as one of the destinations to which you are sending your document, the document is stored in the selected User Inbox for later use. Documents stored in a User Inbox can be printed and sent to other destinations.

IMPORTANT

- Documents that are scanned using a paper size specified by pressing [Other Size] in Document Size Select, cannot be stored in a User Inbox.
- Documents stored in a User Inbox are automatically erased after three days. However, you can change this setting. (See Chapter 6, "Customizing Settings," in the *Mail Box Guide*.)

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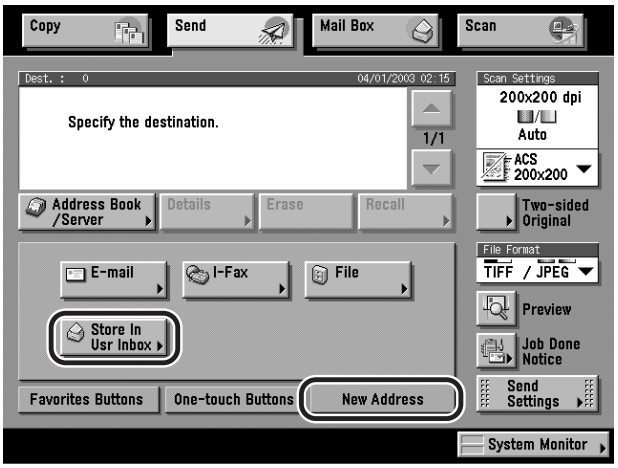
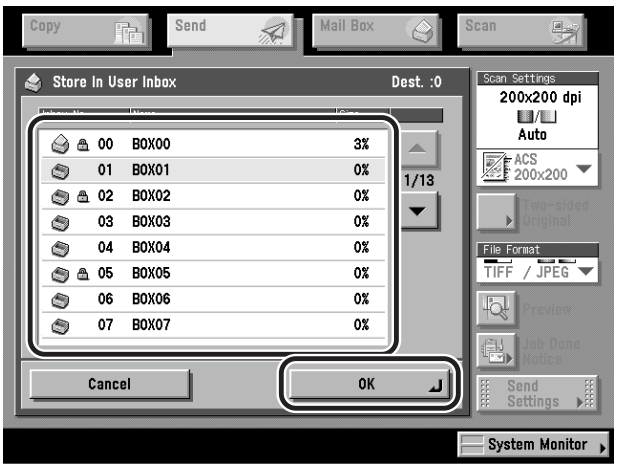
1 Press [New Address] → [Store In Usr Inbox].



2 Select the desired User Inbox → press [OK].



User Inboxes specified as destinations correspond to the inboxes that appear on the Inbox Selection screen for the Mail Box function.

If the desired User Inbox is not displayed, press [▼] or [▲] to scroll to the desired User Inbox.

The display returns to the Send Basic Features screen, and the selected User Inbox is displayed in the destination list.

NOTE

- You can erase the specified User Inbox from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)
- Only one User Inbox can be specified as the destination at a time.

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Using the One-Touch Buttons

You can specify up to 200 destinations in one-touch buttons.

Follow this procedure to start a transmission and send a document with the press of a one-touch button.

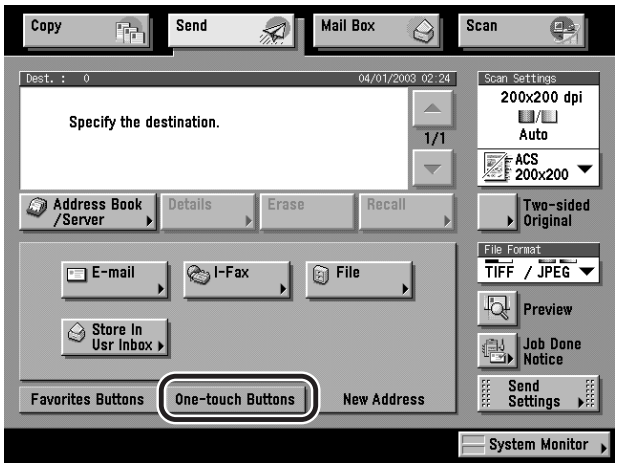
IMPORTANT

To use this feature, you must register destinations in one-touch buttons by pressing (Additional Functions) → [Address Book Settings] → [One-touch Buttons]. (See "Storing/Editing One-Touch Buttons," on p. 9-60.)

NOTE

A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new addresses, including those obtained through a server, can be specified.) If you specify a group address, which is made up of several destinations, the whole group is counted as one address.

1 Press [One-touch Buttons].



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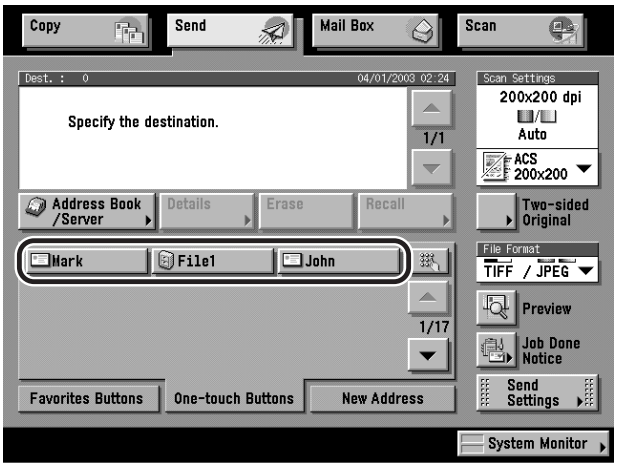
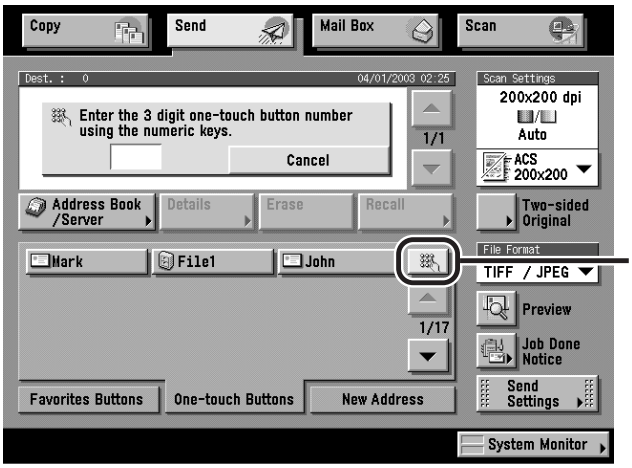
2 Select the desired One-touch Button.



Each one-touch button is assigned a three digit number. If you know the one-touch button's three digit number, you can press (One-Touch Button Number) → enter the number for the desired one-touch button using ⓪ - ⑨ (numeric keys).



The selected destination appears in the destination list on the Send Basic Features screen.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)
- You can select multiple one-touch buttons.
- To cancel the selected one-touch button, press the one-touch button again.

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Using the Favorites Buttons

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.

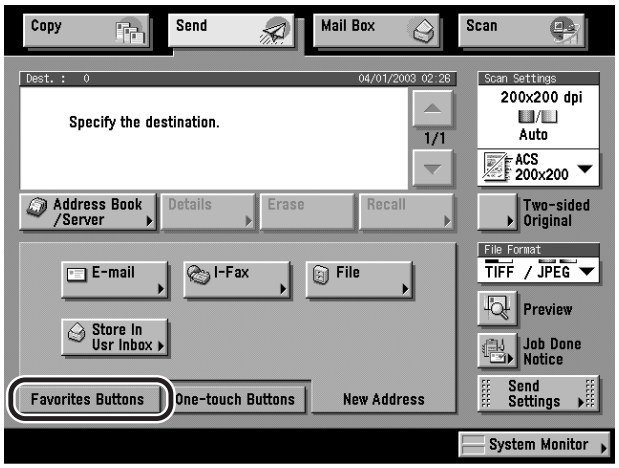
IMPORTANT

To use this feature, you must first register the desired document settings and destinations in favorites buttons. (See "Favorites Buttons," on p. 8-15.)

NOTE

A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new addresses, including those obtained through a server, can be specified.) If you specify a group address, which is made up of several destinations, the whole group is counted as one address.

1 Press [Favorites Buttons].



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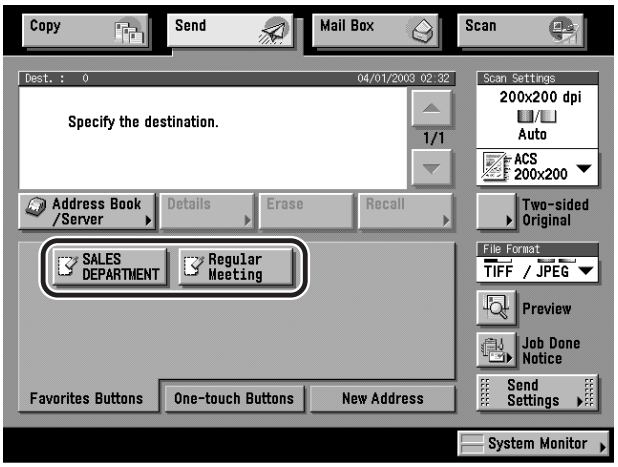
2 Select the desired Favorites Button.



The specified destination(s) appear in the destination list on the Send Basic Features screen, and the stored document settings are recalled.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can erase the specified destination(s) from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)
- You can manually change the recalled settings from the selected favorites button before you send your documents.
- If you press another favorites button, the settings stored in that button are recalled.
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If multiple destinations are stored under the selected favorites button, the destinations may not be listed in the order in which they were set.

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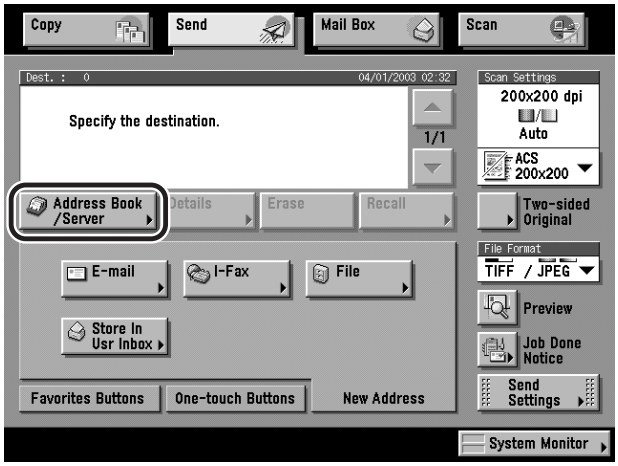
Using a Server

You can specify a destination by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers. LDAP servers are for looking up a particular piece of information, such as a user name, e-mail address, or other contact information.

NOTE

- You may have to set up the LDAP servers beforehand, depending on the network environment.
- For more information on LDAP servers, see "LDAP Server Settings," on p. 10-66.
- You can send to a maximum of 64 destinations at the same time, including destinations that are specified through a server.
- Only names and e-mail addresses are displayed as the search results from the LDAP server. (If the optional Super G3 FAX Board is installed, fax numbers are also displayed.)
- You cannot directly specify a destination that is obtained through a server as a forwarding destination. To specify the destination as a forwarding destination, you must first store it in the Address Book. (See "Address Obtained via a Server," on p. 9-34.)

1 Press [Address Book/Server].



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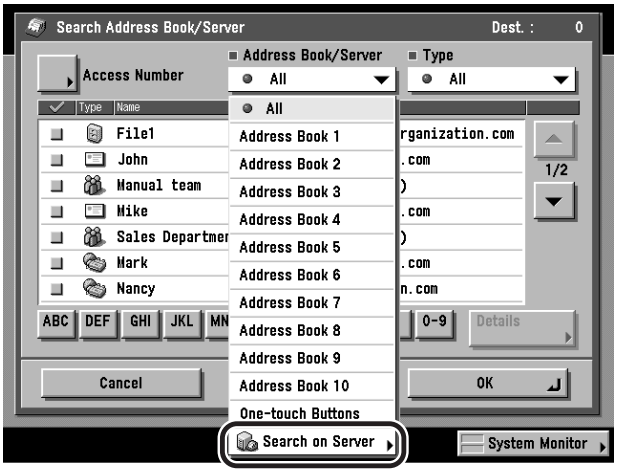
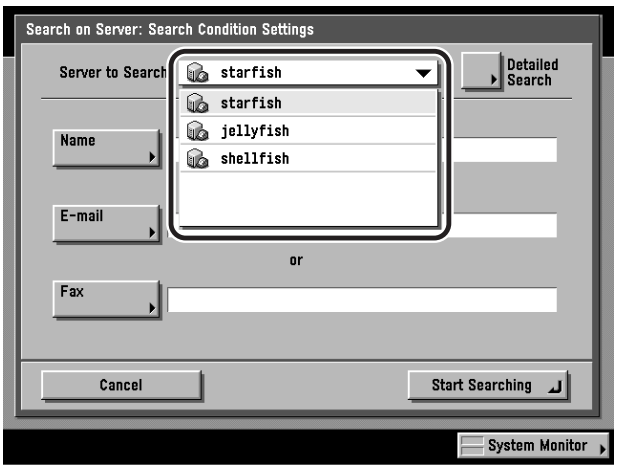
2 Press the Address Book/Server drop-down list → press [Search on Server].



3 Press the Server to Search drop-down list → select the desired server to search.



4 Specify the search criteria.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you want to search for a destination that is registered with an e-mail address and a fax number, you can search for the e-mail address by entering the fax number as the search criterion.

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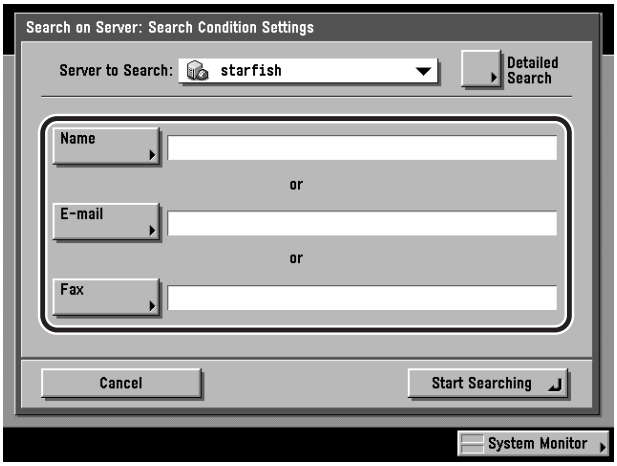
● To use Simple Search:

❑ Press [Name], [E-mail], or [Fax] → enter the name, e-mail address, or fax number for which to search → press [OK].



You can enter up to 128 characters for the name, e-mail address, or fax number.

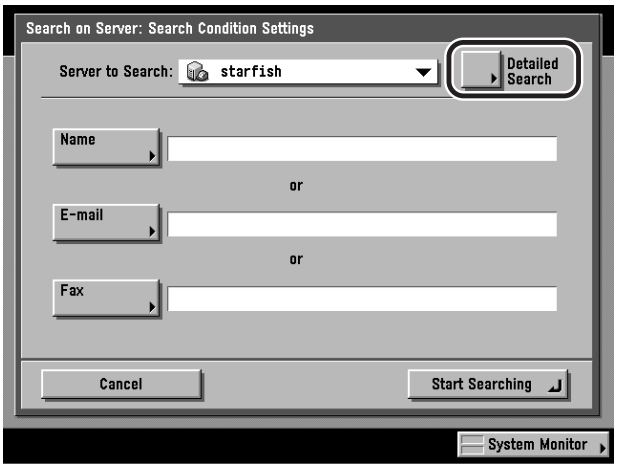
You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

The search criteria boxes that are not filled out, are not searched.

To make a more detailed search with multiple search conditions, press [Detailed Search], and follow the directions below. The search criteria you entered for Simple Search are continuously used in Detailed Search.

● To use Detailed Search:

❑ Press [Detailed Search].



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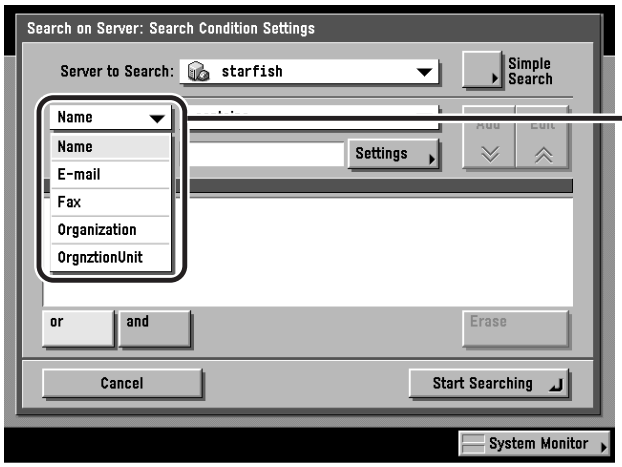
❑ Press the search category drop-down list → select the desired search category.



The available search categories are:

[Name]: Search by name.

[E-mail]: Search by e-mail address.

[Fax]: Search by fax number.

[Organization]: Search by organization name.

[OrgnztionUnit]: Search by organizational unit (e.g., departments in an organization).

For example, if you want to enter the location to start searching on the directory tree of the LDAP Server, and ou=salesdept, o=canon, c=jp is the distinguished name in the directory, enter the organization/organizationUnit of the user as follows:

organizationUnit=salesdept

organization=canon

NOTE

- The organization/organizationUnit can be used as search categories only if the information has been registered on the LDAP server.
- A Detailed Search by organization/organizationUnit may not be performed depending on whether the attribute types have been registered on the LDAP server, and the type of application on the server, such as Windows 2000 Server with Active Directory.

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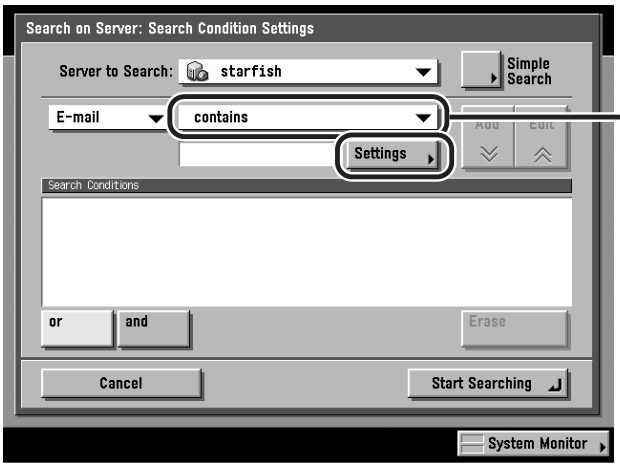
❑ Press the search condition drop-down list → select the desired search condition → press [Settings].



You can select from the following search conditions:

[contains]: The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.

[does not contain]: The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.

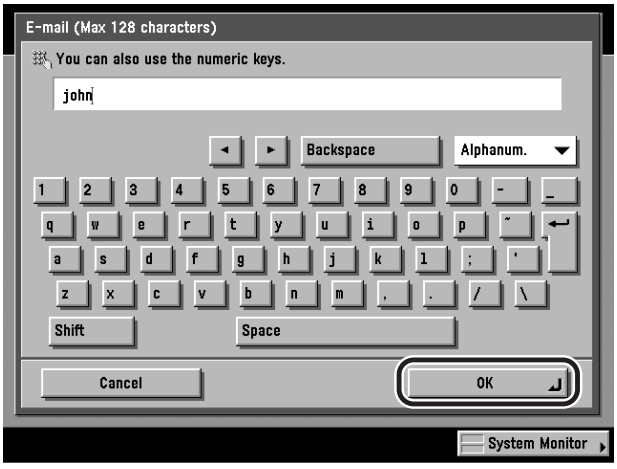
[equals]: The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.

[differs from]: The result must be different from the name, e-mail address, fax number, organization, or organizational unit that you enter.

[begins with]: The result must begin with the same first few letters that you enter for the name, e-mail address, fax number, organization, or organizational unit.

[ends with]: The result must end with the same last few letters that you enter for the name, e-mail address, fax number, organization, or organizational unit.

❑ Enter the search criteria → press [OK].



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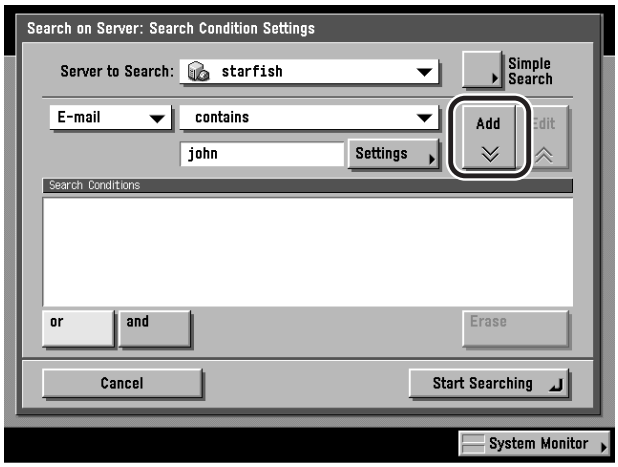
You can enter up to 128 characters for the search criteria.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

❑ Press [Add].



To continue adding more search criteria, press [or] or [and] → repeat step 4.

[or]: The machine searches and returns a result for either of the specified search criteria.

[and]: The machine searches and returns a result for all of the specified search criteria.

To edit the search criteria, select the search criterion that you want to edit → press [Edit] → [Settings]. To delete search criteria, select the criterion that you want to erase → press [Erase].

NOTE

- You can specify up to four different search criteria at a time.
- If you specify three or more search criteria, you cannot use both [or] and [and] together.
- If you press [Simple Search] after specifying search criteria on the Detailed Search screen, the display changes to the Simple Search screen, and the specified detailed search criteria are deleted.

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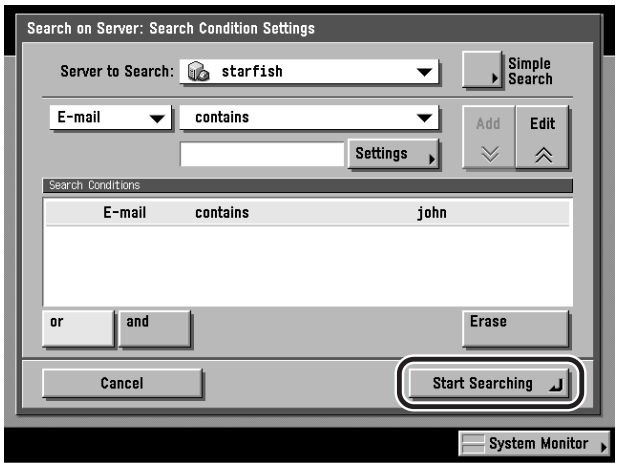
5 Press [Start Searching].



To cancel searching, press [Cancel].

To cancel searching while the machine is searching for your criteria, press [Cancel]. If the machine finds some results before you press [Cancel], these search results are displayed.

The search results are displayed.

IMPORTANT

The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings (from the Additional Functions screen). If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria. (See "LDAP Server Settings," on p. 10-66.)

NOTE

If you press [Start Searching] without specifying any search criteria, all the addresses stored on the LDAP server are displayed.

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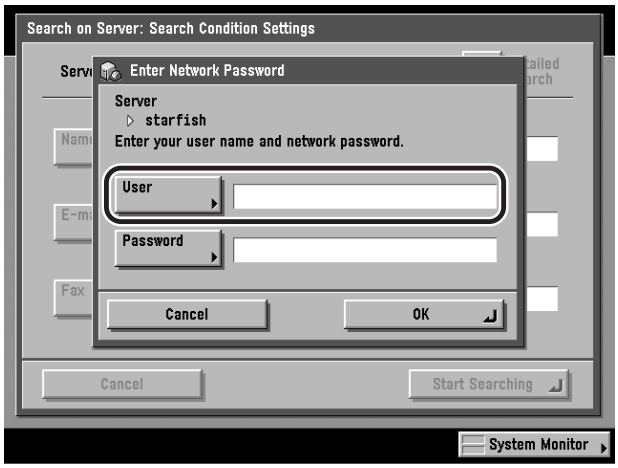
● If the screen below is displayed:

❑ Press [User] → enter the user name → press [OK].



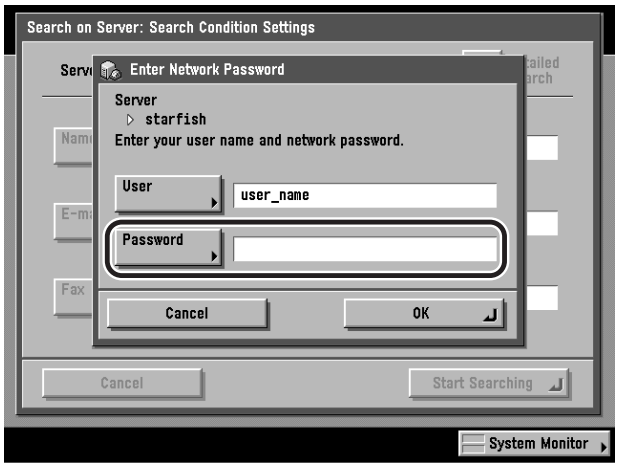
You can enter up to 128 characters for the user name.

The Network Password Entry screen is displayed if either one of the following is true:

If Login Information in Register LDAP Server in System Settings (from the Additional Functions screen) is set to 'Use', and <Display authentication dialog when searching> is set to 'On'.

If the user name, password, and domain name specified in Register LDAP Server in System Settings (from the Additional Functions screen) are incorrect.

❑ Press [Password] → enter the password → press [OK].



You can enter up to 24 characters for the password.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.
- After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen.

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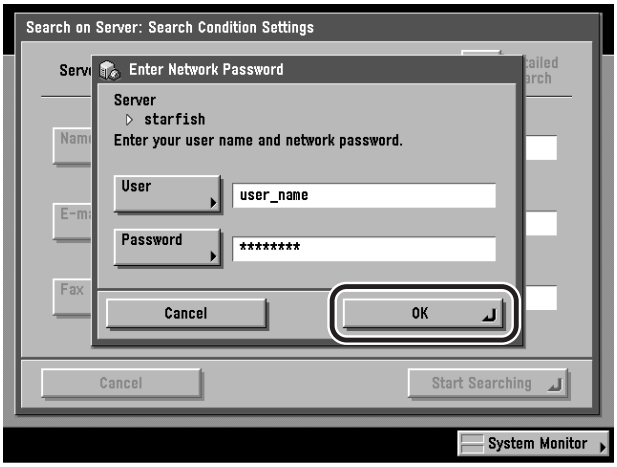
❑ Verify the settings → press [OK].

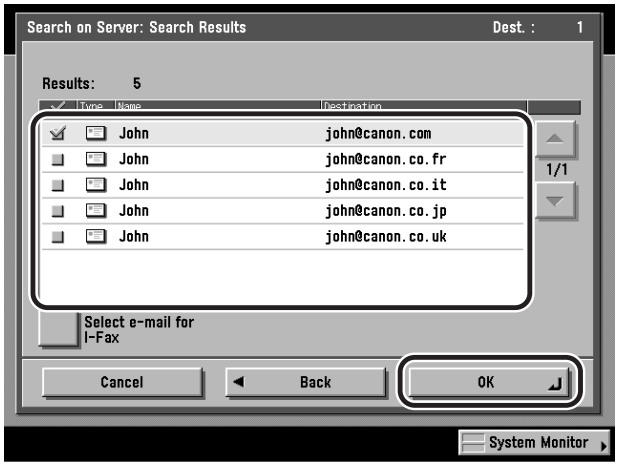


The search results are displayed.

IMPORTANT

The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings (from the Additional Functions screen). If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria. (See "LDAP Server Settings," on p. 10-66.)

6 Select the desired destination from the search results→ press [OK].



To continue searching, press [Back].

You can specify multiple destinations.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

If you press [Select e-mail for I-Fax], the key is lit showing that this setting is turned on, and the selected e-mail address can be specified as an I-fax destination.

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If the optional Super G3 FAX Board is installed, you can also display fax numbers that match the conditions.

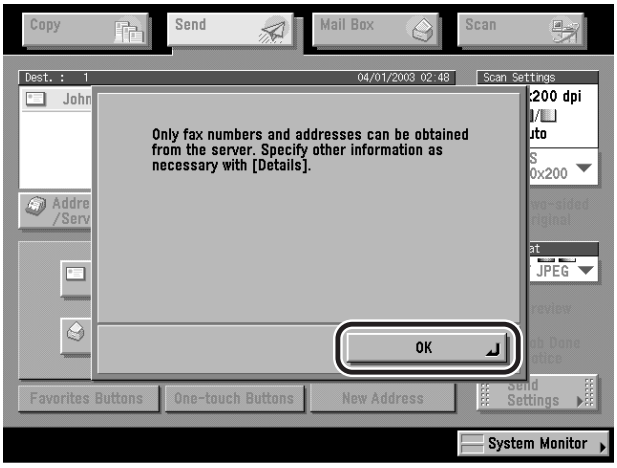
If the optional Super G3 FAX Board is installed, you can sort and limit the view of the displayed addresses by using the Type drop-down list.

Super G3 FAX Board is installed.

NOTE

- To cancel a selected destination, select the destination again to clear the check mark.
- If you specify an e-mail address as an I-fax destination, the only information that can be retrieved from the server is the I-fax address. To specify settings to match the recipient's receiving conditions, press [Details] on the Send screen.
- If you select only one destination, press ⓞ (Start) to send from the Search Results screen.

7 Read the displayed message → press [OK].



The selected destination(s) appear in the destination list on the Send Basic Features screen.

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NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-49.)
- You can erase the specified destinations from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-52.)

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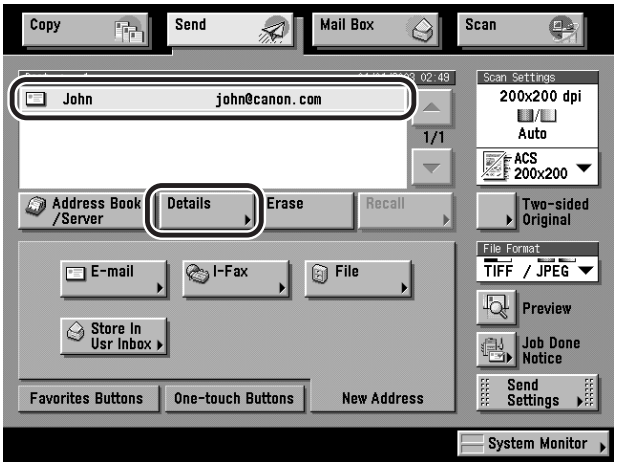
Checking/Changing a Destination

You can check and change a specified destination before you scan your documents.

NOTE

- Only the destinations specified using the New Address tab and destinations obtained through a server can be changed.
- For instructions on changing the specified destination after you scan your document, see "Changing the Destination," on p. 7-7.
- You cannot change multiple destinations simultaneously.

1 Select the destination → press [Details].



If the destination that you want to check or change is not displayed, press [▼] or [▲] to scroll to the desired destination.

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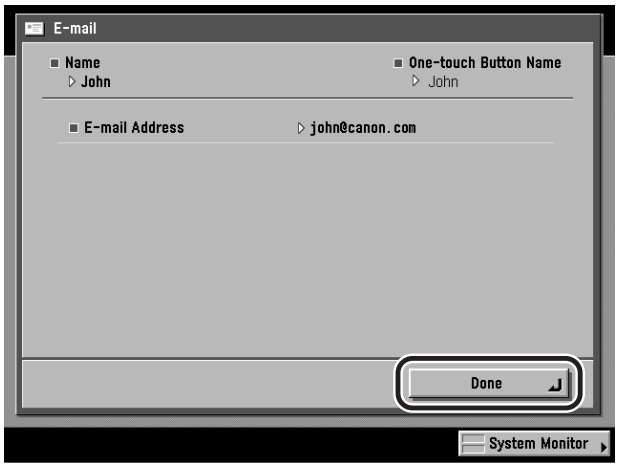
2 If necessary, check or change the destination's information.

- **If the screen below is displayed:**

  ❑ Check the destination's information → press [Done].



- **If the destination has been specified using one of the sending methods in the New Address tab:**

  ❑ Check or change the destination's information → press [OK].

Change the destination's information in the same way that you specified it. (See "Using the New Address Tab," on p. 2-5.)

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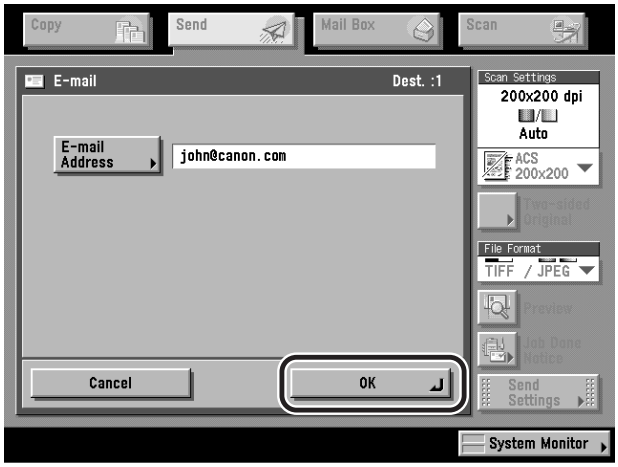
● If the destination is obtained via a server:

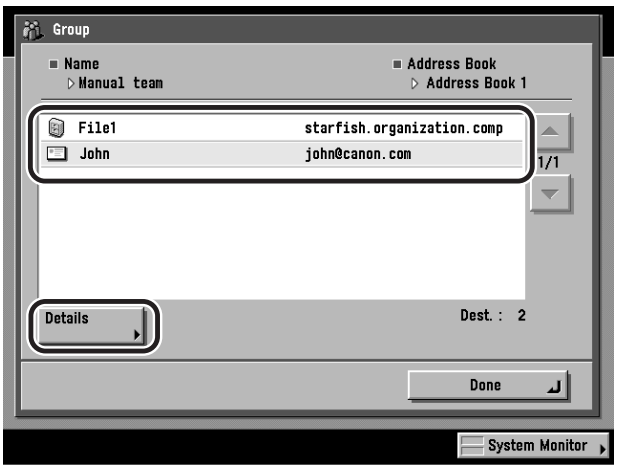
❑ Check or change the destination's information → press [OK].



Change the destination's information in the same way that you specified a new address. (See "Using a Server," on p. 2-38.)

● If the destination is a group address:

❑ To check the information of destinations registered in the group address, select one destination at a time → press [Details].



❑ Check the destination's information → press [Done] → [Done].

The display returns to the Send Basic Features screen.

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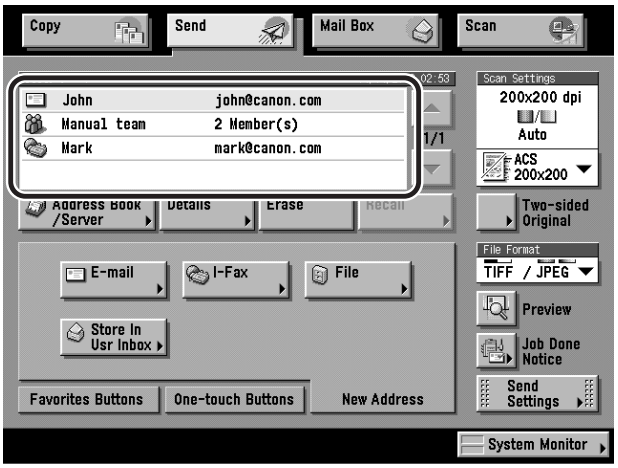
Erasing a Destination

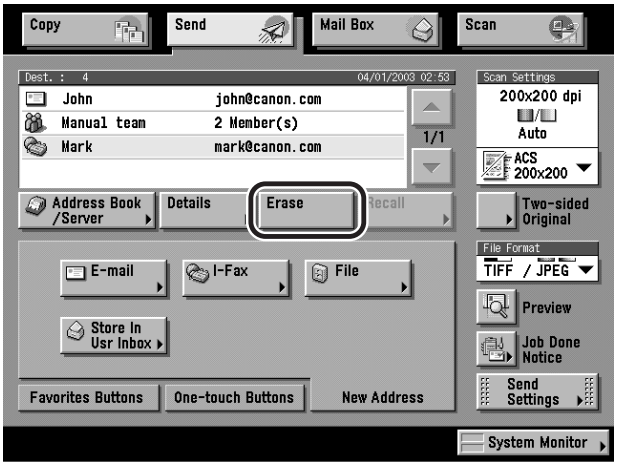
You can erase a specified destination from the destination list before you scan your documents.

1 Select the destination to be erased.



If the destination that you want to erase is not displayed, press [▼] or [▲] to scroll to the desired destination.

2 Press [Erase].



The selected destination is erased from the destination list.

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Basic Scanning Features

3
CHAPTER

This chapter describes the basic scanning features.

Selecting a Scan Mode 3-2

Scan Settings 3-5

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- Automatic Color Selection (Full Color/Grayscale) 3-24
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- Full Color 3-28
- Grayscale 3-30
- Black-and-White 3-31

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Selecting a Scan Mode

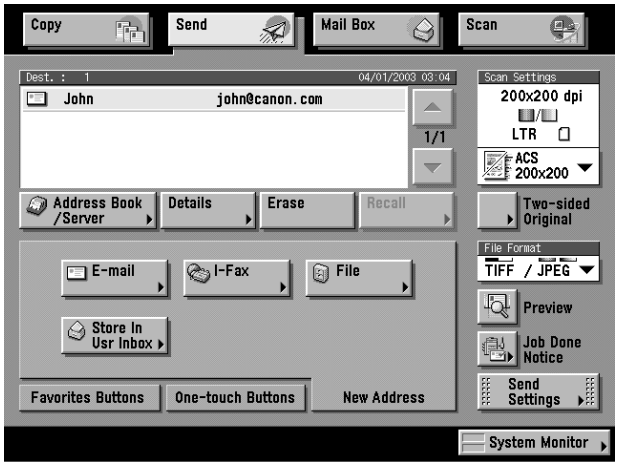
You can set the scan mode that a document is scanned in. The machine has six preset scan modes: ACS 200 x 200 dpi, ACS 300 x 300 dpi, Black 200 x 200 dpi, Black 300 x 300 dpi, ACS 600 x 600 dpi, and Black 600 x 600 dpi. ACS stands for Automatic Color Selection.

Select the desired mode from the preset scan modes or user-defined scan modes (user preset keys), according to the type of original you are sending.

NOTE

- If you want to use less memory and make the sending time shorter, use a low resolution mode.
- You can adjust the preset scan modes and create new scan settings. However, since changed scan settings are not automatically saved, it is useful to register a new scan setting if you use it frequently. (See "User Preset Keys," on p. 4-34.)
- The default setting is 'ACS 200 x 200' dpi. You can change this setting in Edit Standard Send Settings, which is accessed by pressing (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>. (See "Standard Send Settings," on p. 8-12.)
- You can change the settings and assigned names for the six preset scan keys, and store them as user-defined scan modes (user preset keys).
- In addition to the scan mode, you can store addresses and other send settings in the Favorites Buttons. (See "Favorites Buttons," on p. 8-15.)

1 Place your originals → specify the destination.



For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

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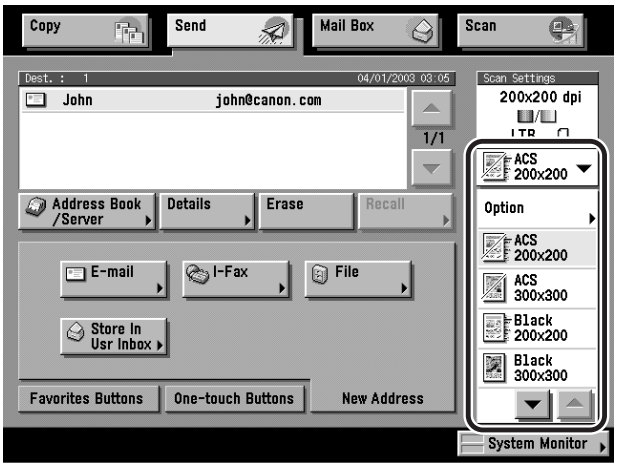
2 Press the Scan Settings drop-down list → select a scan mode.

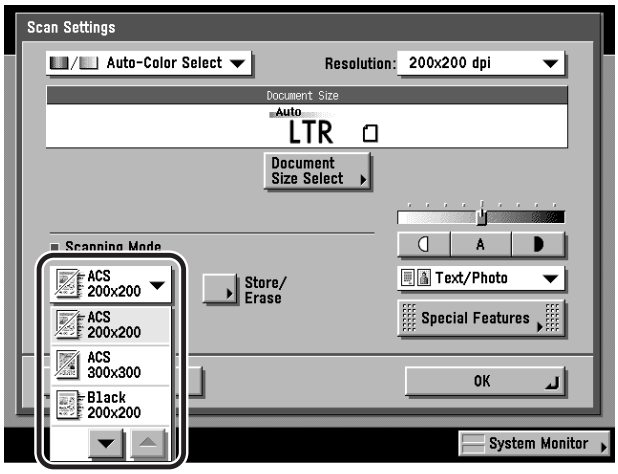


If you do not see the desired scan setting, press [▼] or [▲] to scroll through the list.

When [PDF (Compct)] is selected as the File Format, if you select a scan mode that has not been registered for ACS, Full Color, or Grayscale 300 x 300 dpi and press [OK], a message asking for your confirmation to change the File Format appears on the screen.

NOTE

- Specifying the scan mode again cancels the scan mode and other scan features previously set.
- You can also select a scan mode by pressing [Option] of the Scan Settings drop-down list to display the Scan Settings screen → press the Scanning Mode drop-down list → select a scan mode.



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3 Press (Start).

When [PDF (Compct)] is selected as the File Format, if you select a scan mode that has not been registered for ACS, Full Color, or Grayscale 300 x 300 dpi and press (Start), a message asking for your confirmation to change the File Format or scan settings appears on the screen.

If the originals are placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- You can store the changed settings. (See "User Preset Keys," on p. 4-34.)
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Scan Settings

To match the original you are sending, set the document size, resolution, exposure, and original type.

NOTE

Changed scan settings are not saved. For instructions on saving settings, see "User Preset Keys," on p. 4-34.

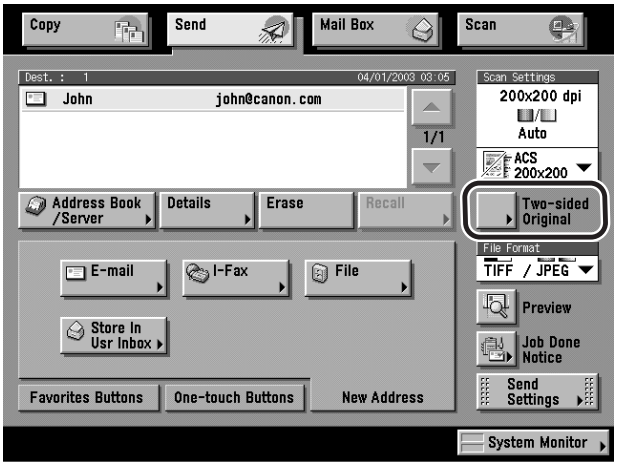
Two-Sided Originals

You can set the machine to automatically turn over two-sided originals placed in the feeder, so as to scan each side separately.

IMPORTANT

- The Two-sided Original mode is available only if the optional Feeder (DADF-K1) is attached.
- The Two-sided Original mode cannot be used together with the Document Size Select (Other Size) or Two-page Separation mode.
- When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally in the feeder. If these originals are placed vertically, the back sides of the originals are scanned upside down.

1 Place your originals in the feeder → specify the destination → press [Two-sided Original].



For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

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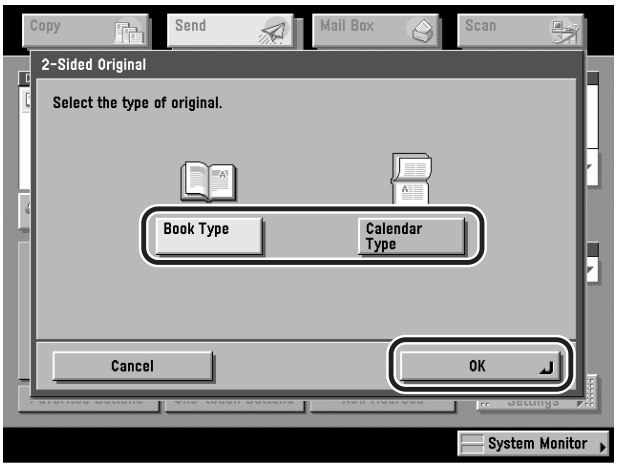
2 Select the type of original → press [OK].



[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

The selected mode is set, and the display returns to the Send Basic Features screen.

3 Press (Start).

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press [Two-sided Original] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Document Size

You can specify the document size before scanning originals whose size you need to manually specify, such as transparencies. Specify the document size as well if you want to scan an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. You can also store the specified document size.

IMPORTANT

- You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - Originals smaller than STMT in size
- If the original is placed in the feeder, you cannot scan by selecting [Other Size] in Document Size Select.

NOTE

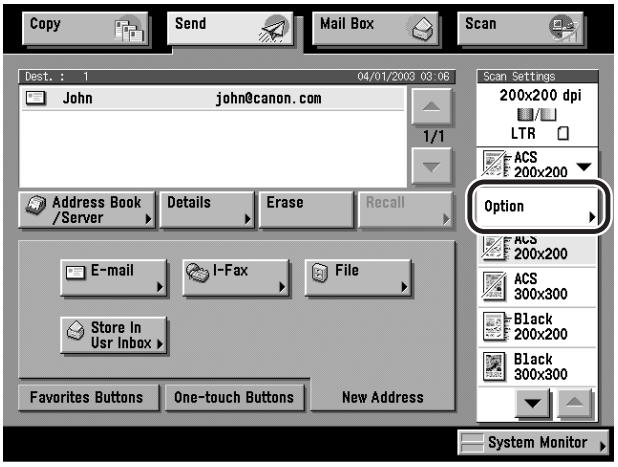
The default setting is 'Auto'.

Specifying the Document Size

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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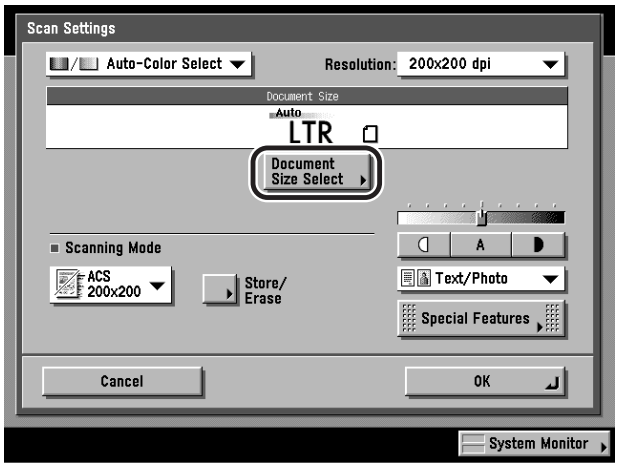
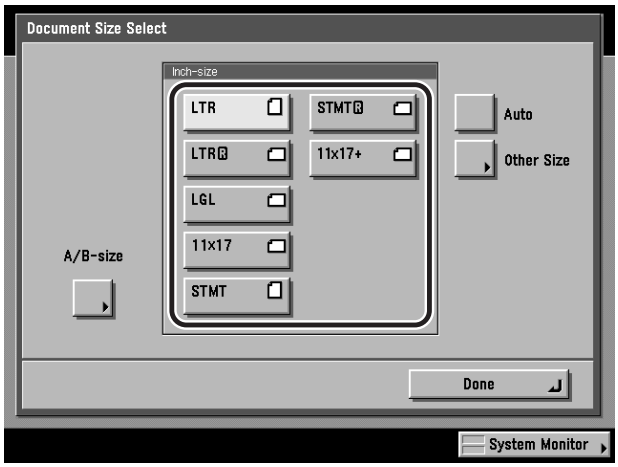
3 Press [Document Size Select].



4 Select the document size.

● **If you want to scan a standard document size:**

❑ Select the desired document size.



If you want to scan an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off, place the original on the platen glass → press [11"x17"+]. (See "Platen Glass," on p. 1-37.)

NOTE

To select an A or B series paper size, press [A/B-size].

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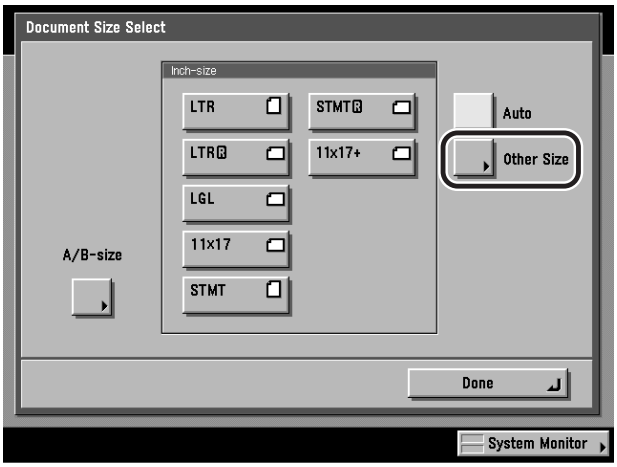
● If you want to scan a nonstandard document size:

❑ Press [Other Size].

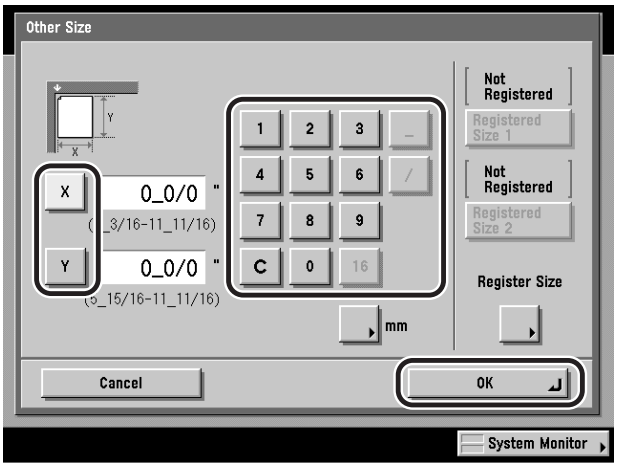


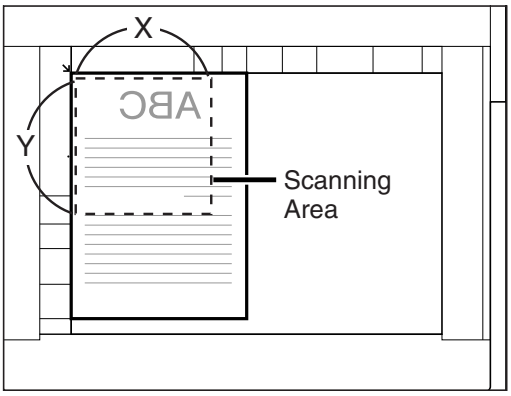
❑ Enter the size of the document using the numeric keys on the touch panel display.

❑ Press [X] (width) → enter a value.

❑ Press [Y] (length) → enter a value.

❑ Press [OK].





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If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

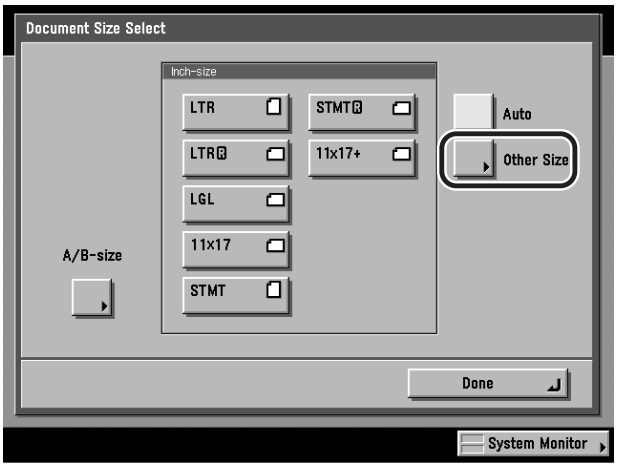
The display returns to the Document Size Select screen.

NOTE

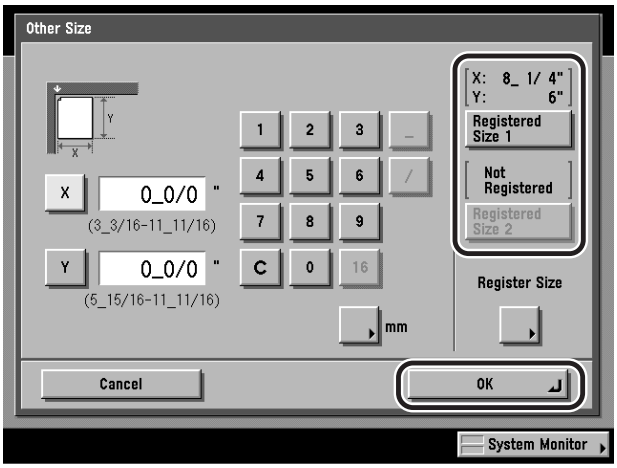
- If you make a mistake when entering values on the touch panel display, press [C] → enter the correct values.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and Ⓒ (Clear) to clear your entries.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

● If you want to scan a registered document size:

❑ Press [Other Size].



❑ Press [Registered Size 1] or [Registered Size 2] → press [OK].



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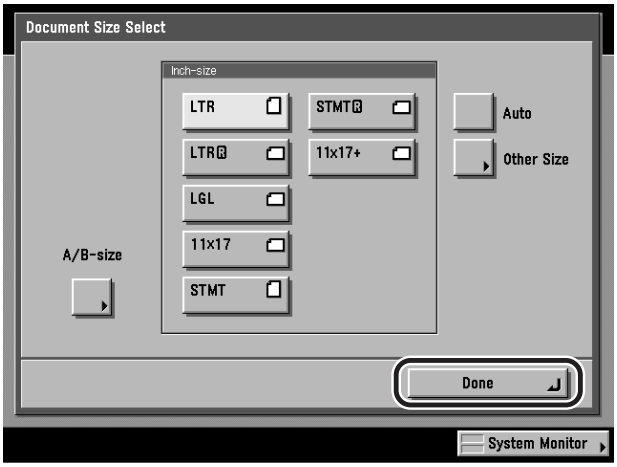
NOTE

- To select a registered size, you need to register the document size beforehand. (See "Registering the Specified Document Size," on p. 3-12.)
- The registered document size is displayed on top of the key in which it is registered.

5 Press [Done] → [OK]



The selected size is set, and the display returns to the Send Basic Features screen.

6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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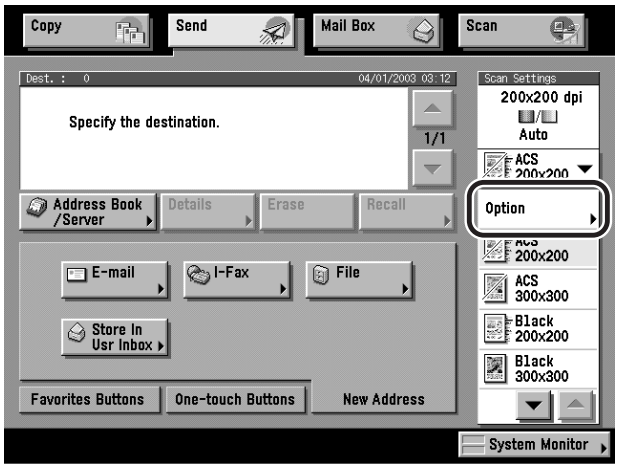
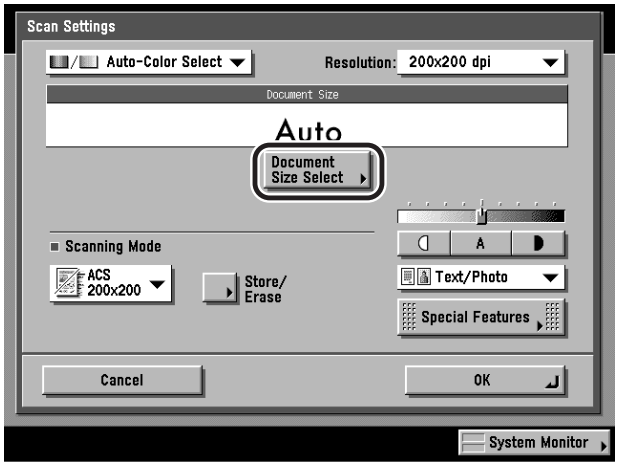
1 Press the Scan Settings drop-down list → press [Option].



2 Press [Document Size Select].



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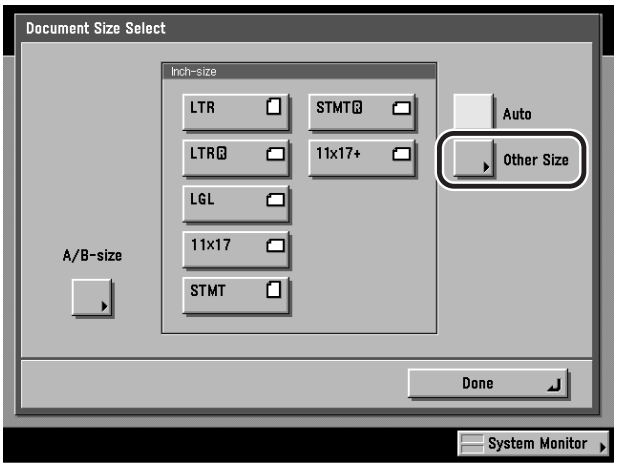
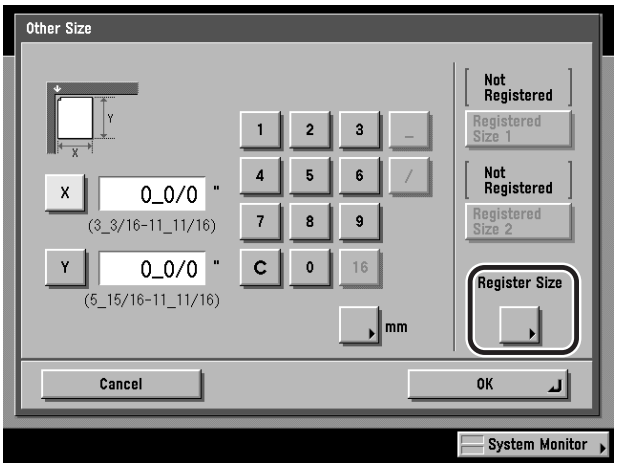
3 Press [Other Size].



4 Press [Register Size].



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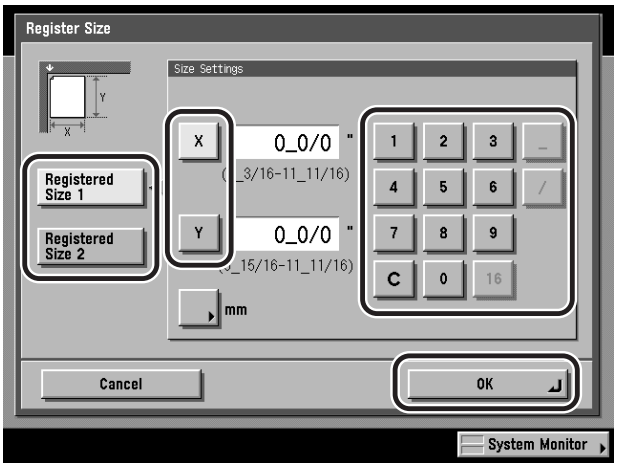
5 Press [Registered Size 1] or [Registered Size 2] → enter the document size using the numeric keys on the touch panel display.

- ❑ Press [X] (width) → enter a value.
- ❑ Press [Y] (length) → enter a value.
- ❑ Press [OK].



If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The selected size is set, and the display returns to the Other Size screen.

The registered document size is displayed on top of the key in which it is registered.

NOTE

- If you make a mistake when entering values on the touch panel display, press [C] → enter the correct values.
- If you register a new document size into a key that has already been registered with a document size, the new document size overwrites the registered document size.
- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

6 Press [Cancel] → [Done] → [Cancel].

The display returns to the Send Basic Features screen.

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NOTE

Pressing [Cancel] → [Done] → [Cancel] only stores the new document sizes in the selected key ([Registered Size 1] or [Registered Size 2]), but does not activate them. If you press [OK] → [Done] → [OK], the new document sizes are stored in the selected key ([Registered Size 1] or [Registered Size 2]), and activated at the same time.

Resolution

You can specify the resolution before scanning the original.

IMPORTANT

- The maximum size of an image that you can send at 600 x 600 dpi resolution is 11" x 17". If the image exceeds this number of pixels in either the horizontal or vertical direction, it may be cropped.
- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, the maximum size of an image that you can send at 400 x 400 dpi resolution is 11" x 17". If the image exceeds this number of pixels in either the horizontal or vertical direction, it may be cropped.

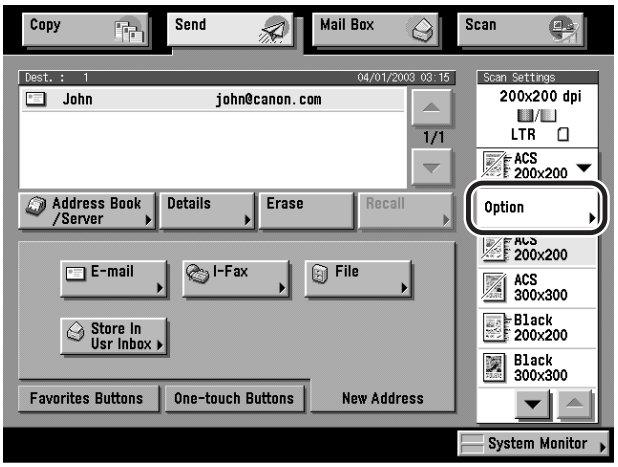
NOTE

The default setting is '200 x 200' dpi.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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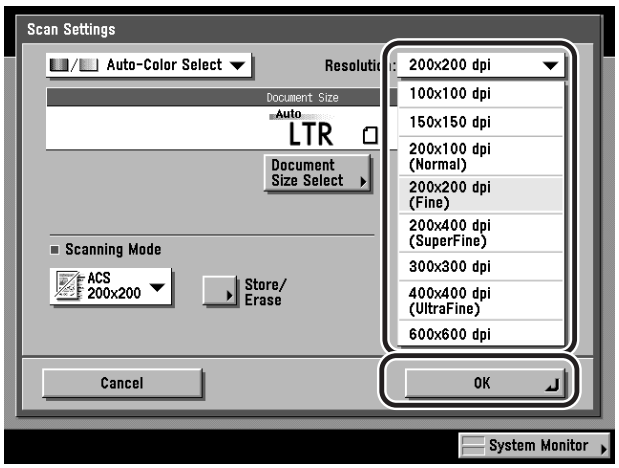
3 Press the Resolution drop-down list → select a resolution → press [OK].



When [PDF (Compct)] is selected as the File Format, if you specify the resolution as other than [300x300 dpi] and press [OK], a message asking for your confirmation to change the File Format appears on the screen.

The selected mode is set, and the display returns to the Send Basic Features screen.

IMPORTANT

If [PDF (Compct)] is selected as the File Format, the resolution is automatically changed to [300x300 dpi]. If you want to send the document with a resolution setting that you specify, change the File Format setting to anything other than [PDF (Compct)].

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Scan Exposure and Original Type Settings

You can set the scan exposure and select the original type before scanning the original.

Manual Exposure Adjustment

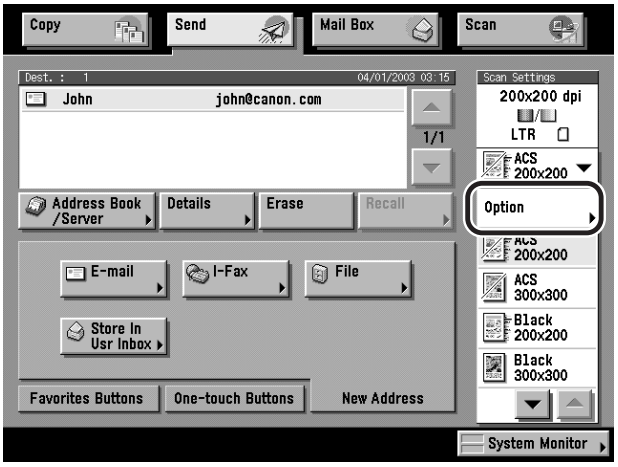
You can manually adjust the scan exposure to the most appropriate level for the original.

---

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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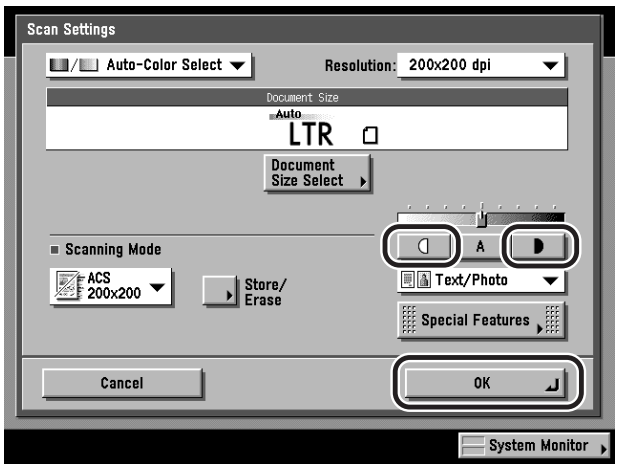
3 Press [◐] or [◑] to adjust the scanning exposure → press [OK].



Press [◐] to move the indicator to the left to make the exposure lighter, or press [◑] to move it to the right to make the exposure darker.

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press ◎ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◎ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press ⎚ (Reset).

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Original Type Selection

You can manually select the original type according to the type of image that you are scanning. The following three original type modes are available for adjusting the image quality.

IMPORTANT

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be set at once. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed photograph, the moiré effect (a shimmering, wavy pattern) may occur. If this happens, you can lesson this moiré effect by using the Sharpness mode. (See "Adjusting the Contrast (Sharpness)," on p. 4-24.)

NOTE

If the original is a transparency, select the [Text/Photo], [Photo], or [Text] mode → adjust the exposure to the most appropriate level for the original.

■ Text/Photo Mode

This mode is best suited for scanning originals containing both text and photos, such as magazines or catalogs.

■ Photo Mode

This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos).

■ Text Mode

This mode is best suited for scanning text originals. Blueprints or penciled originals can also be scanned clearly. When [PDF (Compct)] is selected as the File Format, if the Text mode is selected, the Image Level in Text Mode settings made in Image level for PDF (Compct) in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) are automatically activated.

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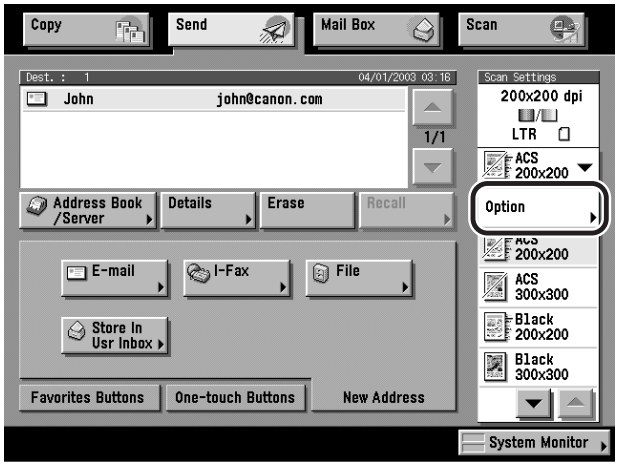
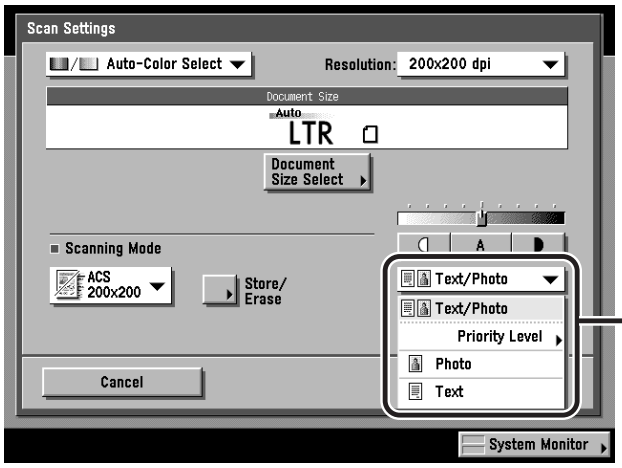
1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



3 Press the original type drop-down list → select the original type (Text/Photo, Photo, or Text).



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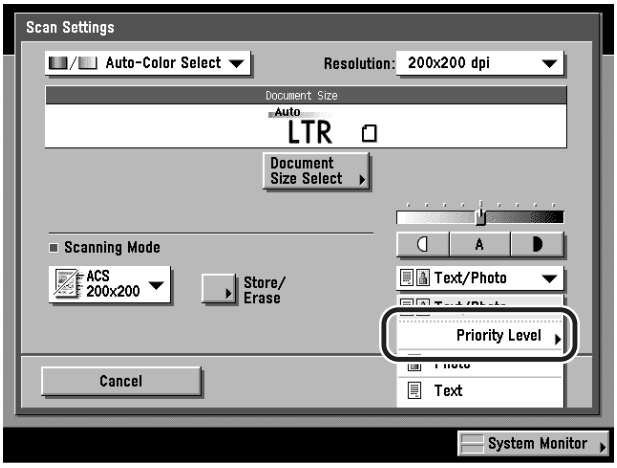
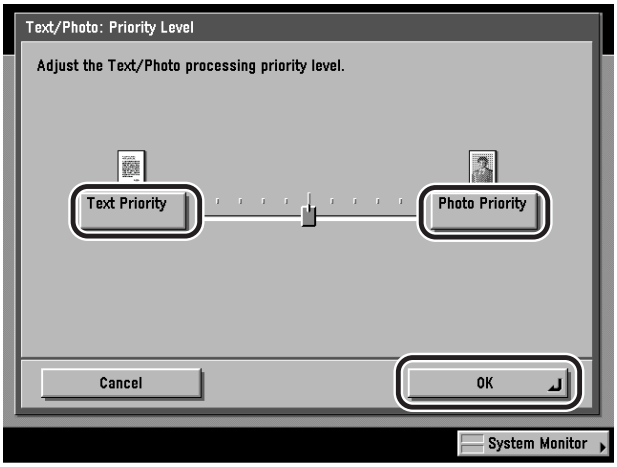
● **If you want to adjust the text/photo processing priority level for [Text/Photo]:**

❑ Press the original type drop-down list → press [Priority Level].



❑ Adjust to give the degree of priority to text or photo → press [OK] → [OK].



[Text Priority]: Priority is given to the faithful reproduction of text.

[Photo Priority]: Priority is given to the faithful reproduction of photos, with as little moiré effect as possible.

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

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NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

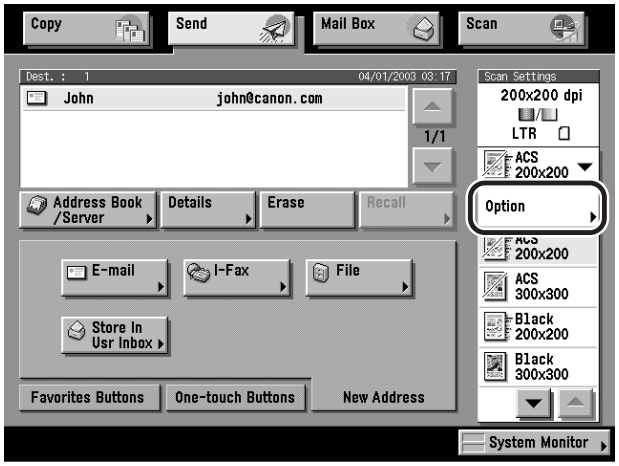
Automatic Exposure Adjustment

The machine automatically adjusts the scan exposure to the level best suited to the quality of the original.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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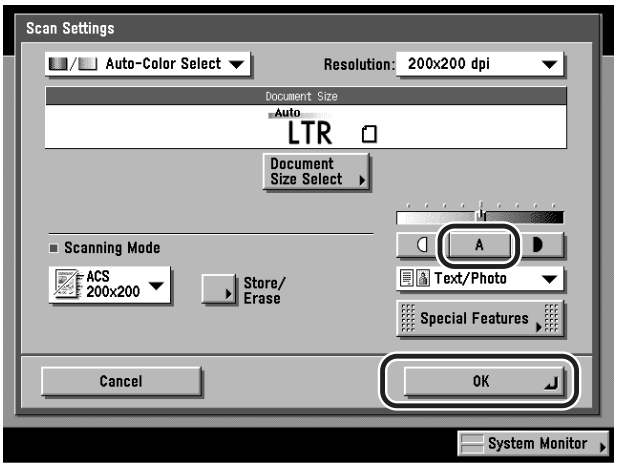
3 Press [A] → [OK].



The scanning exposure is automatically adjusted to the level best suited to the quality of the original.

The selected mode is set, and the display returns to the Send Basic Features screen.

NOTE

Automatic exposure may not work with transparencies. If this happens, adjust the exposure manually by pressing [◑] or [◗].

4 Press ⓞ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓞ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press ⎚ (Reset).

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Changing Color Modes

This machine comes with two Automatic Color Selection features. Automatic Color Selection (Full Color/Grayscale) detects and distinguishes color originals from grayscale originals, while Automatic Color Selection (Full Color/Black-and-White) detects and distinguishes color originals from black-and-white originals. Depending on the Automatic Color Selection feature that you select, the machine automatically switches between the Full Color and Grayscale modes, or between the Full Color and Black-and-White modes. You can also manually select the Full Color, Grayscale, or Black-and-White mode whenever necessary.

IMPORTANT

- If the destination is an I-fax address, the original is always scanned and sent in the Black-and-White mode.
- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, the original is always scanned and sent in the Black-and-White mode.

NOTE

The default setting is 'Auto-Color Select (Full Color/Grayscale)'.

Automatic Color Selection (Full Color/Grayscale)

If the Automatic Color Selection (Full Color/Grayscale) mode is selected, the machine automatically recognizes whether the original is in color or black-and-white. Color originals are scanned in the Full Color mode, while black-and-white originals are scanned in the Grayscale mode.

IMPORTANT

Color originals are scanned in the Full Color mode. However, originals that contain few color sections, or originals with light color densities and colors close to black may be scanned in the Grayscale mode. If this happens, select the Full Color mode manually. (See "Full Color," on p. 3-28.)

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

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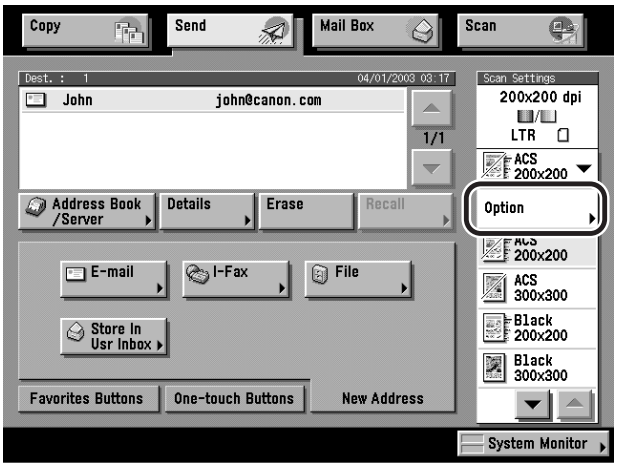
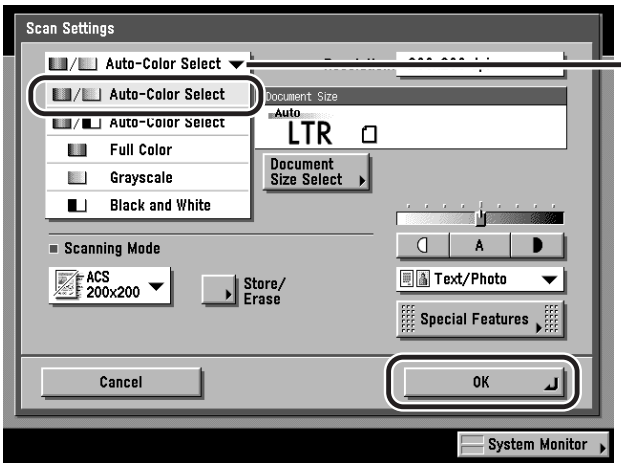
2 Press the Scan Settings drop-down list → press [Option].



3 Press the color selection drop-down list → press [Auto-Color Select (Full Color/Grayscale)] → [OK].



The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

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NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Automatic Color Selection (Full Color/Black-and-White)

If the Automatic Color Selection (Full Color/Black-and-White) mode is selected, the machine automatically recognizes whether the original is in color or black-and-white. Color originals are scanned in the Full Color mode, while black-and-white originals are scanned in the Black-and-White mode.

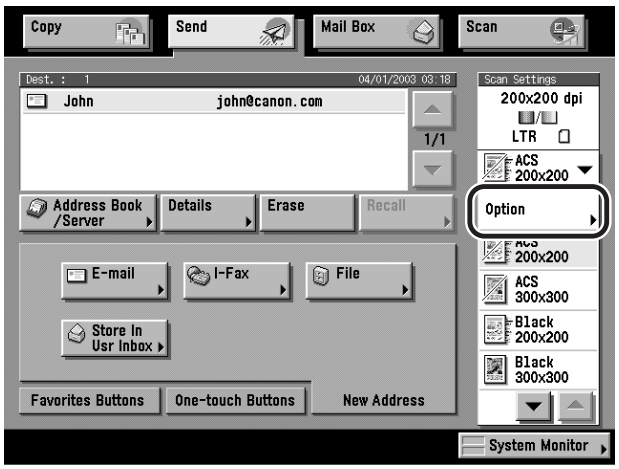
IMPORTANT

Color originals are scanned in the Full Color mode. However, originals that contain few color sections, or originals with light color densities and colors close to black may be scanned in the Black-and-White mode. If this happens, select the Full Color mode manually. (See "Full Color," on p. 3-28.)

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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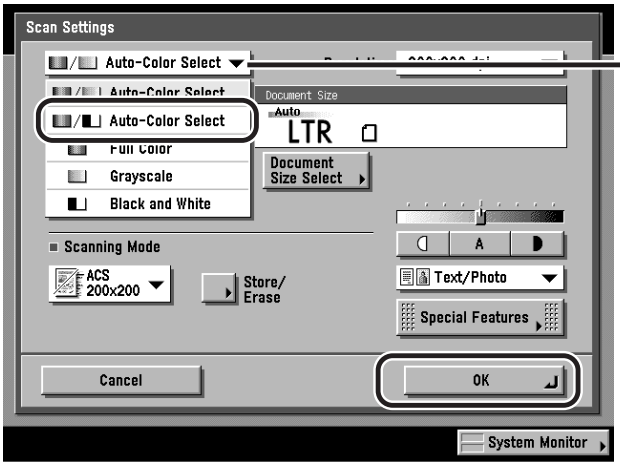
3 Press the color selection drop-down list → press [Auto-Color Select (Full Color/Black-and-White)] → [OK].



When [PDF (Compct)] is selected as the File Format, if you specify [Auto-Color Select (Full Color/Black-and-White)] as the color mode and press [OK], a message asking for your confirmation to change the File Format appears on the screen.

The selected mode is set, and the display returns to the Send Basic Features screen.

IMPORTANT

If [PDF (Compct)] is selected as the File Format, the color mode is automatically changed to [Auto-Color Select (Full Color/Grayscale)] even if you set the color mode to [Auto-Color Select (Full Color/Black-and-White)]. If you want to send the document in the Automatic Color Selection (Full Color/Black-and-White) mode, change the File Format setting to anything other than [PDF (Compct)].

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Full Color

The Full Color mode always scans in color regardless of whether the original is in color or black-and-white. If either of the Automatic Color Selection modes are selected, originals that contain few color sections, or originals with light color densities and colors close to black may be scanned in the Grayscale or Black-and-White mode. If this happens, select the Full Color mode manually.

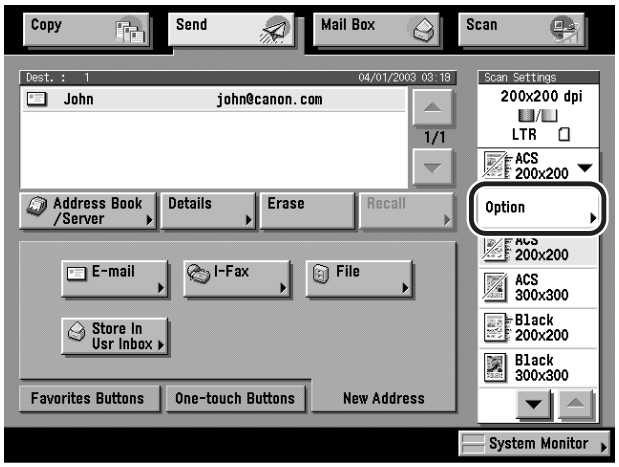
NOTE

Black-and-white originals scanned in the Full Color mode are counted as color scans.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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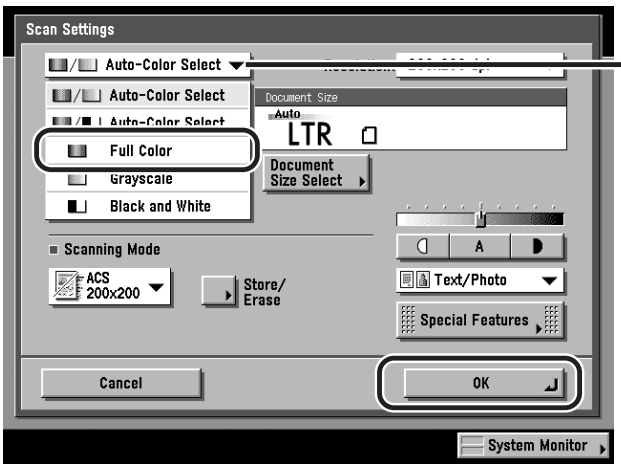
3 Press the color selection drop-down list → press [Full Color] → [OK].



The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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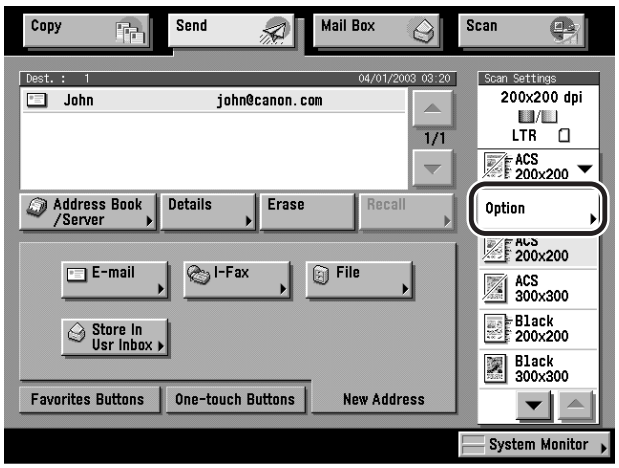
Grayscale

The Grayscale mode always scans in grayscale regardless of whether the original is in color or black-and-white.

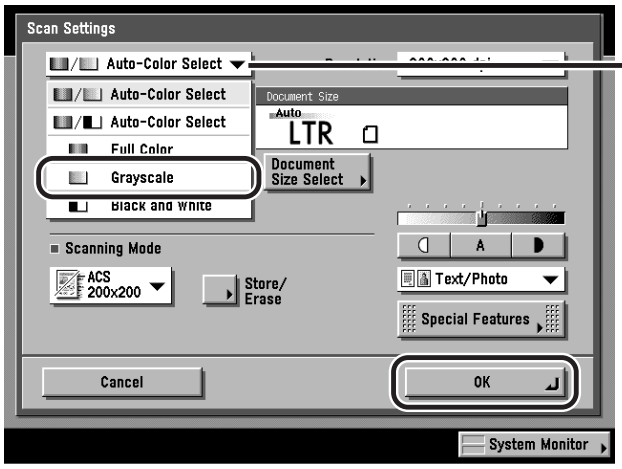
1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



3 Press the color selection drop-down list → press [Grayscale] → [OK].



The selected mode is set, and the display returns to the Send Basic Features screen.

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4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

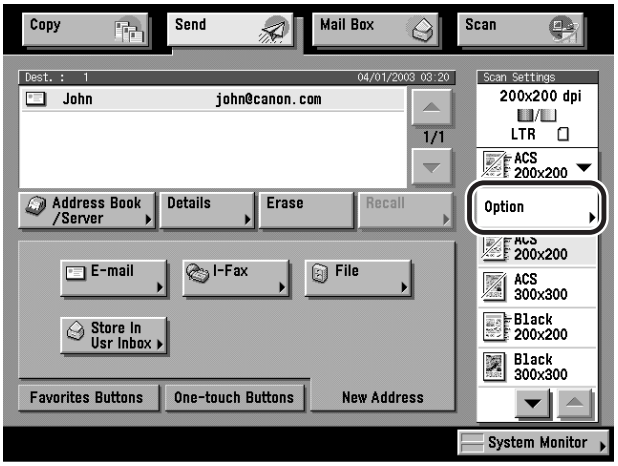
Black-and-White

The Black-and-White mode always scans in black-and-white regardless of whether the original is in color or black-and-white.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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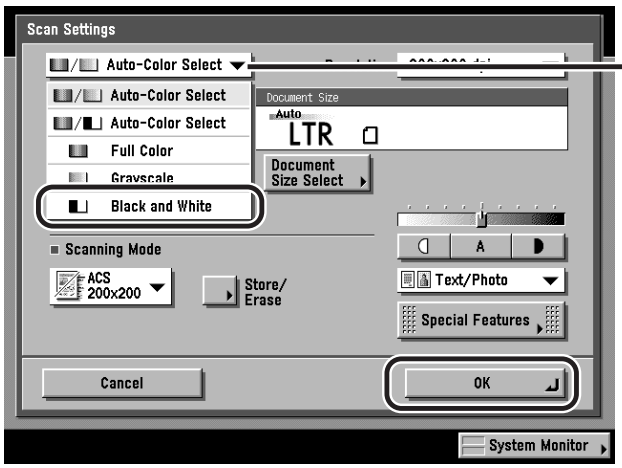
3 Press the color selection drop-down list → press [Black and White] → [OK].



When [PDF (Compct)] is selected as the File Format, if you specify [Black and White] as the color mode and press [OK], a message asking for your confirmation to change the File Format appears on the screen.

The selected mode is set, and the display returns to the Send Basic Features screen.

IMPORTANT

If [PDF (Compct)] is selected as the File Format, the color mode is automatically changed to [Grayscale] even if you set the color mode to [Black and White]. If you want to send the document in the Black-and-White mode, change the File Format setting to anything other than [PDF (Compct)].

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Special Scanning Features

4
CHAPTER

This chapter describes how to set special scanning features.

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Two-Page Separation

This mode enables you to scan facing pages in a book or bound original to fit onto separate pages.

IMPORTANT

- The Two-page Separation mode cannot be used together with the Document Size Select (11x17+, Other Size), Two-sided Original, Different Size Originals, or Binding Erase modes.
- Place your originals on the platen glass. The Two-page Separation mode cannot be used when the original is placed in the feeder.

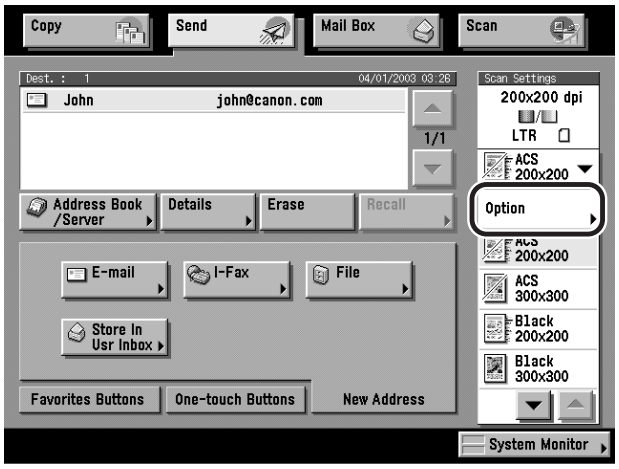
1 Place your originals on the platen glass → specify the destination.

If you want to scan your originals in the correct page order, begin scanning from the first open page of the book or bound original.

Place your originals face down with their top edge aligned with the back edge of the platen glass (by the arrow in the top left corner).

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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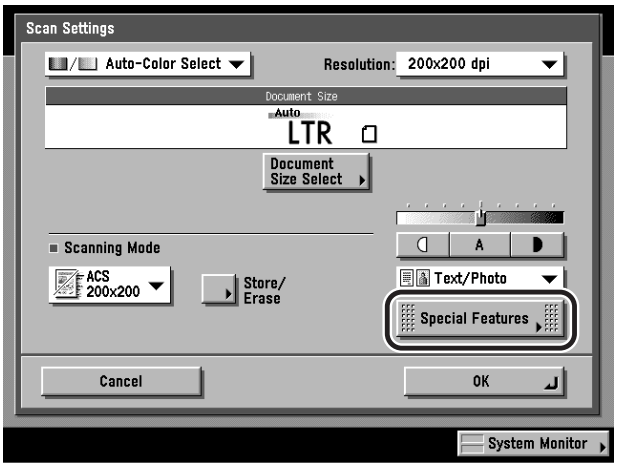
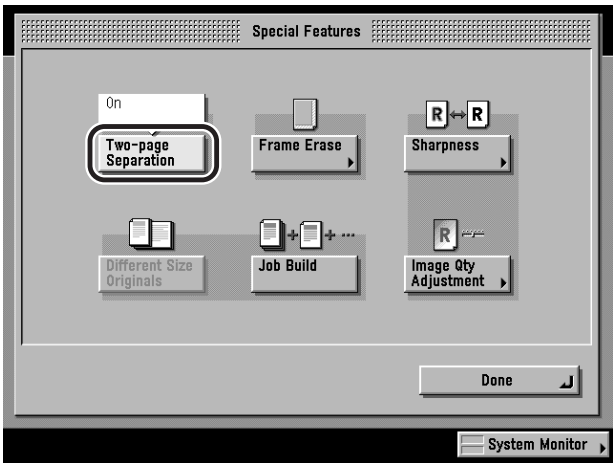
3 Press [Special Features].



4 Press [Two-page Separation].



The selected mode is set.

5 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

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6 Press (Start).

Follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

NOTE

- To cancel this setting, press [Special Features] → [Two-page Separation].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Frame Erase

This mode enables you to erase shadows and lines that appear when scanning various types of originals.

The following three Frame Erase modes are available.

IMPORTANT

A combination of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.

■ Original Frame Erase

This mode erases the dark borders and frame lines that appear around the scanned image if the original is smaller than the selected record size. You can also use this mode to create a blank border around the edge of the scanned image.

■ Book Frame Erase

This mode erases the dark borders, as well as the center and counter lines that appear if you are scanning the facing pages in a book or bound original.

■ Binding Erase

This mode erases the shadows that appear on the scanned image from binding holes on originals.

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Original Frame Erase

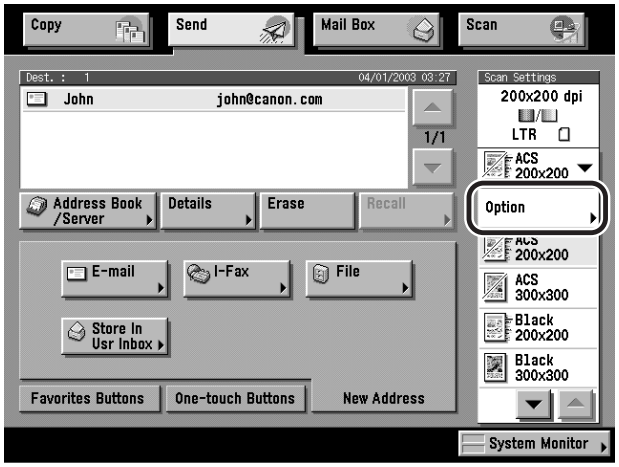
IMPORTANT

The Original Frame Erase mode cannot be used together with the Document Size Select (11x17+, Auto, and Other Size) or Different Size Originals modes.

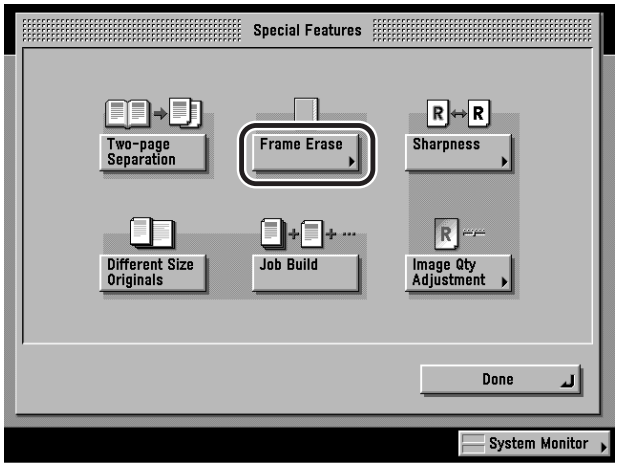
1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



3 Press [Special Features] → [Frame Erase].



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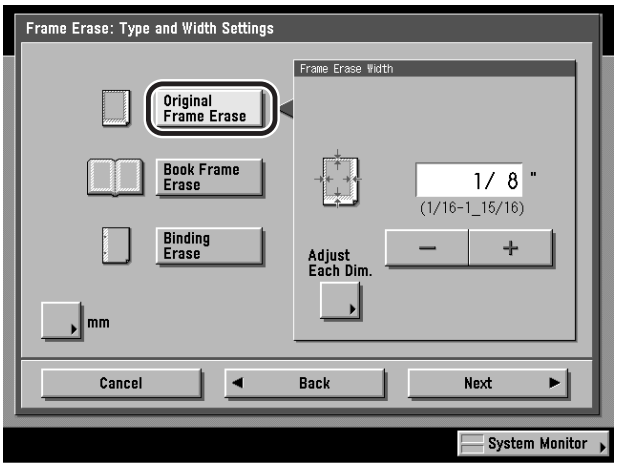
4 Press [Original Frame Erase].



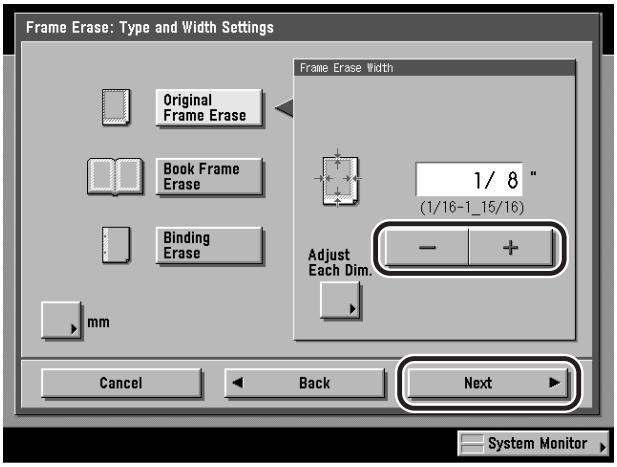
5 Press [-] or [+] to set the frame erase width.

NOTE

- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and Ⓒ (Clear) to clear your entries.
- You can change the values by pressing [-] or [+], even if you have entered the values using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default setting is '1/8" (4 mm)'. The maximum width that you can set for the Original Frame Erase mode is '1 15/16" (50 mm)'.

● If you want to set the same width for all four borders:

❑ Press [-] or [+] to set the frame erase width → press [Next].



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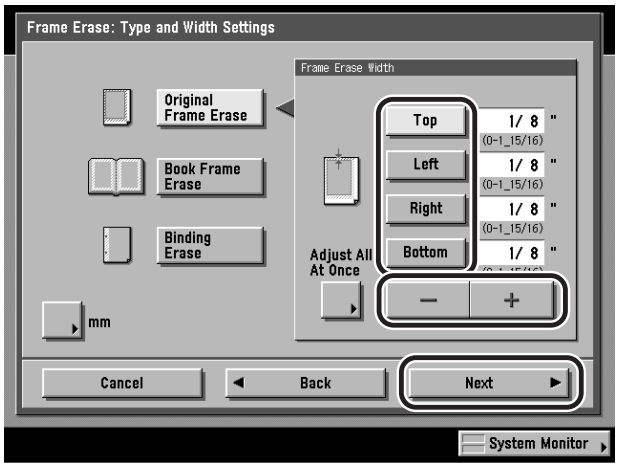
● **If you want to set the top, left, right, and bottom widths independently:**

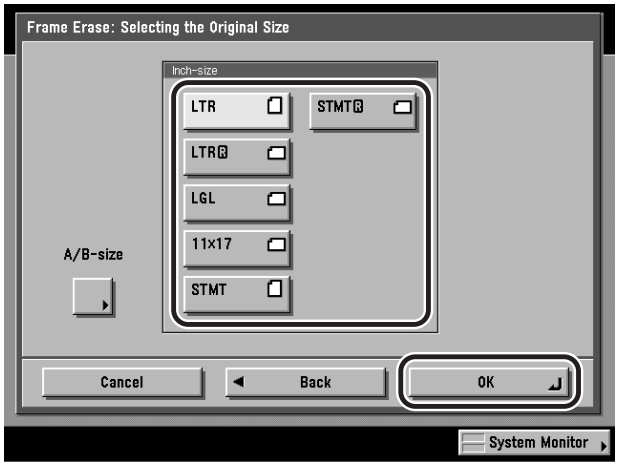
❑ Press [Adjust Each Dim.].

❑ Select the frame erase border(s) → press [-] or [+] to set the respective frame erase width(s) → press [Next].



To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

6 Select the original size → press [OK].



The selected mode is set, and the display returns to the Special Features screen.

IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes that are displayed on the screen.

NOTE

To select an A or B series paper size, press [A/B-size].

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7 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

8 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Frame Erase] → [Cancel].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Book Frame Erase

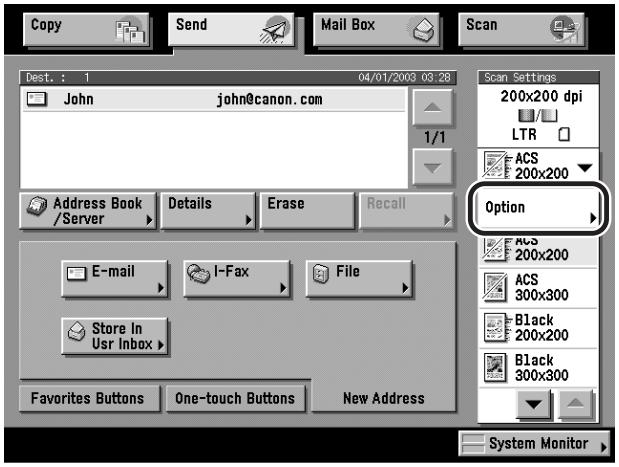
IMPORTANT

The Book Frame Erase mode cannot be used together with the Document Size Select (11x17+, Auto, and Other Size) or Different Size Originals modes.

1 Place your original on the platen glass → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



3 Press [Special Features] → [Frame Erase].

If necessary, see the screen shot in step 3 of "Original Frame Erase," on p. 4-6.

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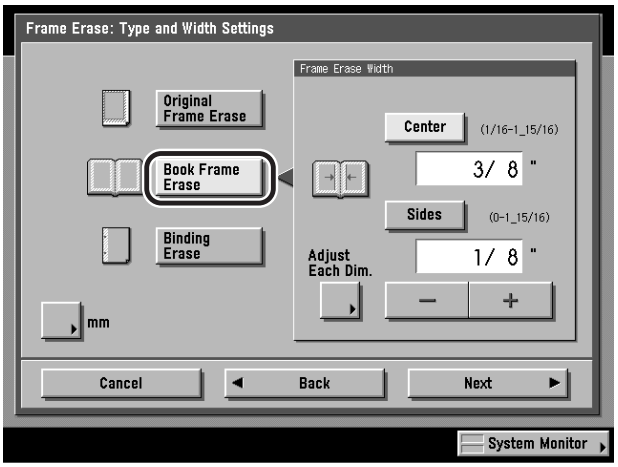
4 Press [Book Frame Erase].



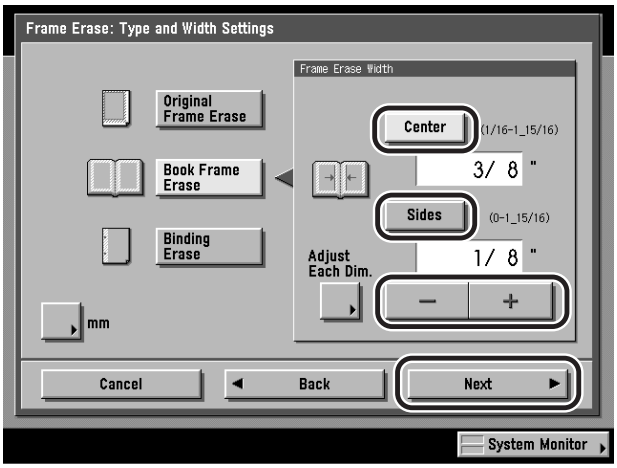
5 Press [-] or [+] to set the frame erase widths.

NOTE

- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and Ⓒ (Clear) to clear your entries.
- You can change the values by pressing [-] or [+], even if you have entered the values using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default settings are '3/8" (10 mm)' for [Center] and '1/8" (4 mm)' for [Top], [Left], [Right], and [Bottom]. The maximum width that you can set for the Book Frame Erase mode is '1 15/16" (50 mm)'.

● If you want to set the same width for all four borders:

❑ Press [Center] and [Sides] → press [-] or [+] to set their respective frame erase widths → press [Next].



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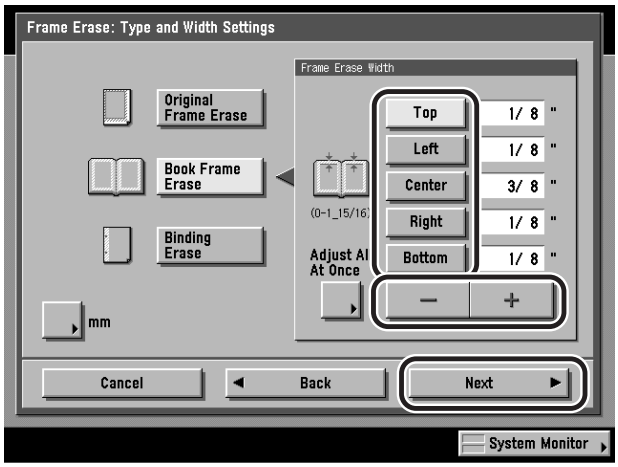
● **If you want to set the top, left, center, right, and bottom widths independently:**

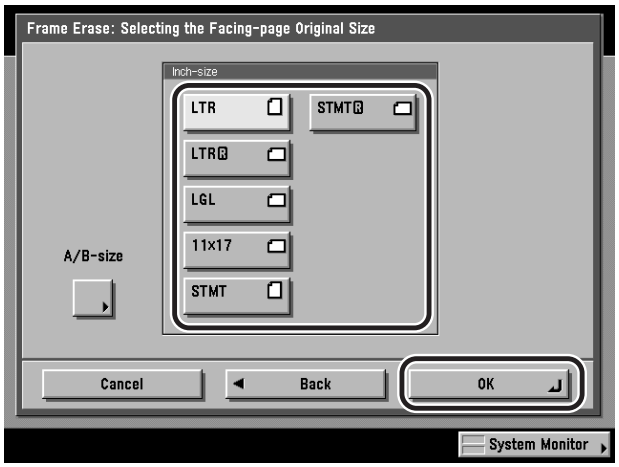
❑ Press [Adjust Each Dim.].

❑ Select the frame erase border(s) → press [-] or [+] to set their respective frame erase width(s) → press [Next].



To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

6 Select the size of the bound original when it is open → press [OK].



The selected mode is set, and the display returns to the Special Features screen.

IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes that are displayed on the screen.

NOTE

To select an A or B series paper size, press [A/B-size].

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7 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

8 Press (Start).

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until scanning is complete.

NOTE

- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Frame Erase] → [Cancel].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Binding Erase

IMPORTANT

- The Binding Erase mode cannot be used together with the Document Size Select (11x17+ and Other Size), or Two-page Separation modes.
- Do not place originals with binding holes in the feeder, as this may damage the originals.

1 Place your originals on the platen glass → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

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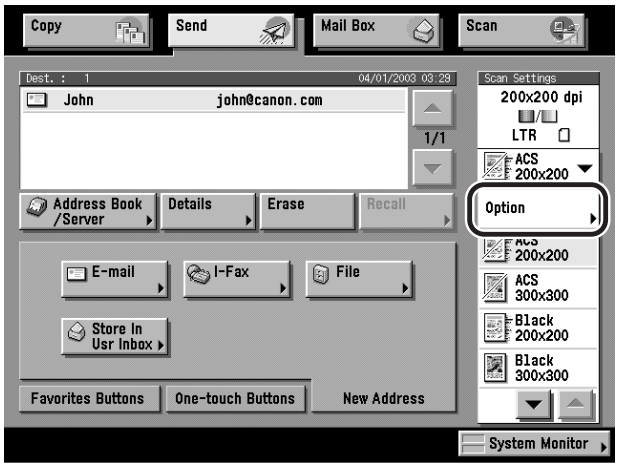
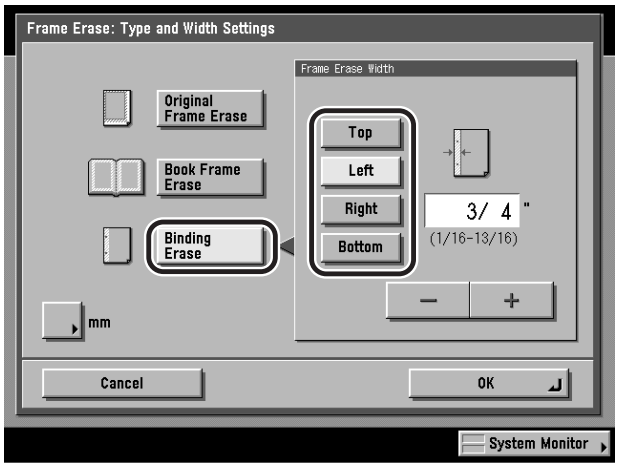
2 Press the Scan Settings drop-down list → press [Option].



3 Press [Special Features] → [Frame Erase].

If necessary, see the screen shot in step 3 of "Original Frame Erase," on p. 4-6.

4 Press [Binding Erase] → select the border where the binding holes are located.



The border is where the binding holes are located on the original, if you first visualize the original as being face up.

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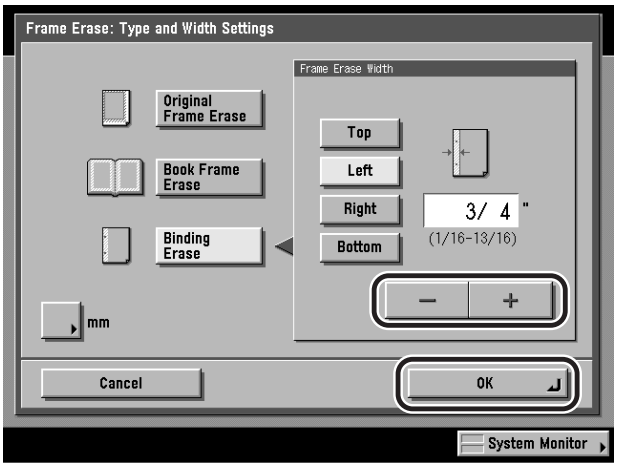
5 Press [-] or [+] to set the frame erase width → press [OK].



The selected mode is set, and the display returns to the Special Features screen.

NOTE

- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use 0 - 9 (numeric keys), and C (Clear) to clear your entries.
- You can change the values by pressing [-] or [+], even if you have entered the values using 0 - 9 (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default setting is '3/4" (18 mm)'. The maximum width that you can set for the Binding Erase mode is '13/16" (20 mm)'.

6 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

7 Press ◇ (Start).

Follow the instructions that appear on the touch panel display → press ◇ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

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NOTE

- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Frame Erase] → [Cancel].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Different Size Originals

This mode enables you to scan different size originals together. However, the length (vertical direction) of the different paper sizes must be the same. For example, LTR and 11" x 17", or STMT and LTRR paper sizes can be scanned together.

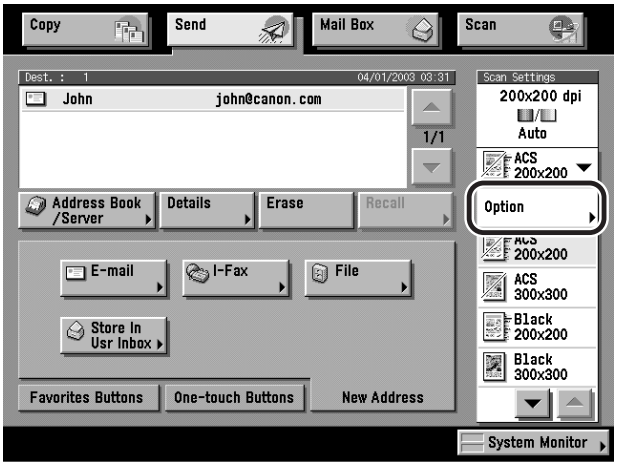
IMPORTANT

- The Different Size Originals mode cannot be used together with the Two-page Separation, Original Frame Erase, or Book Frame Erase modes.
- If Document Size Select is set to anything but 'Auto', all the originals are scanned in the specified size. If you want to scan the originals in their original sizes, make sure to set Document Size Select to [Auto].
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- You cannot mix originals of different lengths together, such as LTR and LGL, or 11" x 17" and STMT.
- If the Different Size Originals mode is set, the scanning speed is slower than normal.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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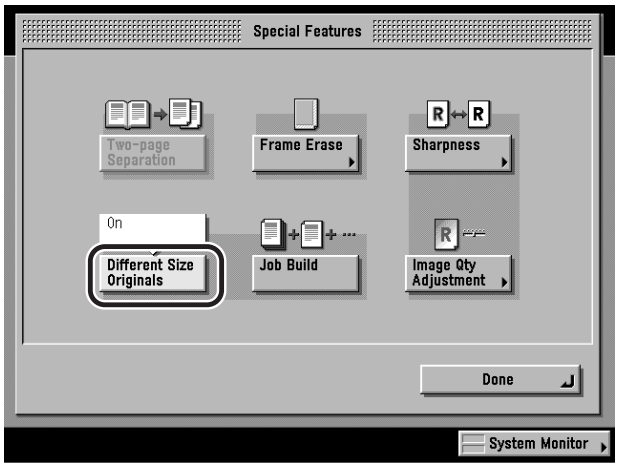
3 Press [Special Features] → [Different Size Originals].



The selected mode is set.

4 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

5 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press [Special Features] → [Different Size Originals].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are sent as one document, after all the batches have been scanned.

IMPORTANT

- The Job Build mode cannot be used together with the Document Size Select (Other Size) mode.
- You cannot change the scan settings while the machine is scanning originals in the Job Build mode. You need to set the necessary scan settings beforehand, according to the type of originals.
- You can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the Document Size Select (Auto or manual) mode, scan exposure, original type, 2-sided Original mode, and color modes.
- If you place your originals in the feeder, remove the originals from the original output area when the scanning of each batch is complete.
- The maximum number of pages that can be sent at one time is 500. When using the Job Build mode, a message appears to ask you if you want to send the job when 500 pages of originals have been scanned. If you select to send the job, the scanned 500 pages are sent. If you cancel the job, the scanned pages are not sent.

NOTE

- If you place different size originals in the feeder, set the Different Size Originals mode. However, the length (vertical direction) of the different paper sizes must be the same. For example, LTR and 11" x 17", or STMT and LTRR paper sizes can be placed together.
- If you want to scan one-sided and two sided originals and store them as two-sided documents, divide the originals up into one-sided and two-sided batches. For example, if the first batch consists of two-sided originals, set the 2-Sided Original mode. Therefore, you have to manually set or cancel the 2-Sided Original mode for each batch of originals that you scan.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

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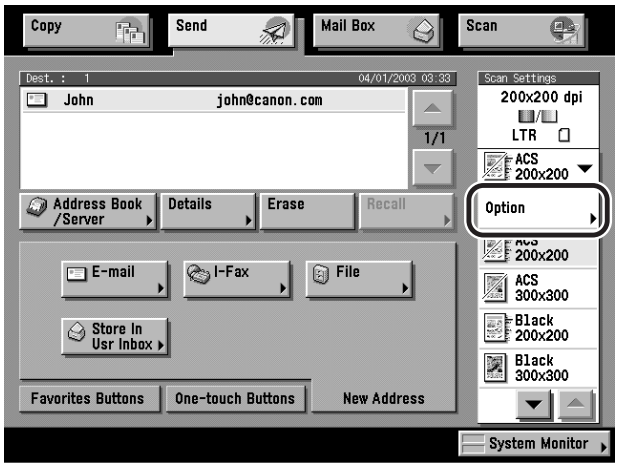
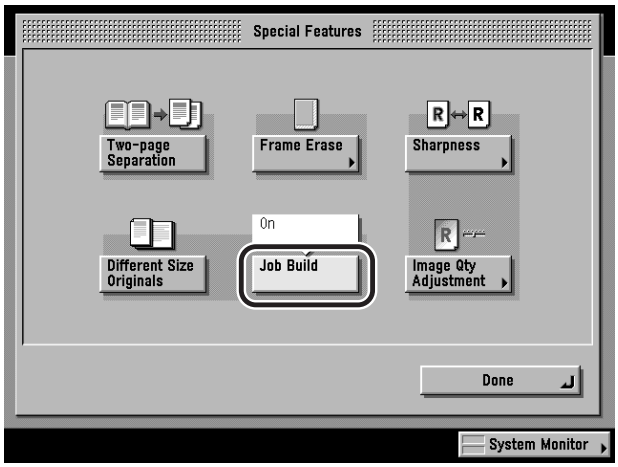
2 Press the Scan Settings drop-down list → [Option].



3 Press Special Features → [Job Build].



The selected mode is set.

4 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

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5 Press (Start).

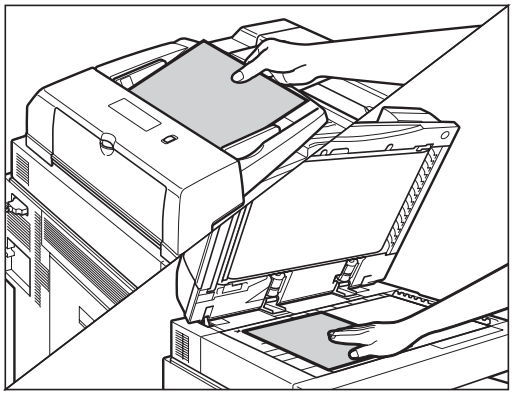
Scanning starts.

NOTE

- To cancel scanning, press [Cancel] or (Stop).
- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Job Build].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

6 When scanning is complete, place your next batch of originals → press (Start).

If you want to change the scan settings, do so before pressing (Start).



You can select the document size. (See "Document Size," on p. 3-7.)

You can change the scan exposure and the original type setting. (See "Scan Exposure and Original Type Settings," on p. 3-17.)

You can change the color mode setting. (See "Changing Color Modes," on p. 3-24.)

You can change the one-sided or two-sided original setting. (See "Two-Sided Originals," on p. 3-5.)

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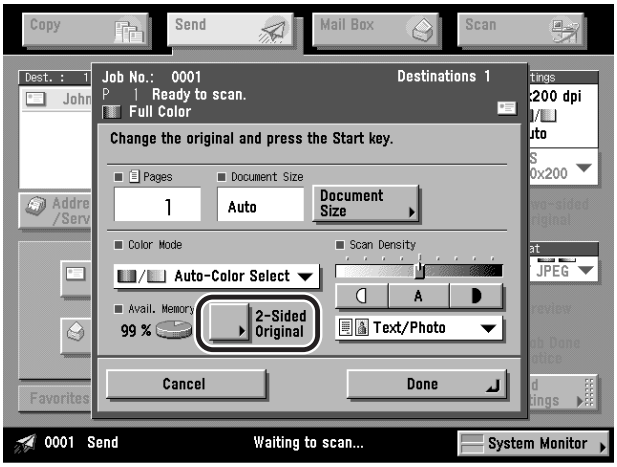
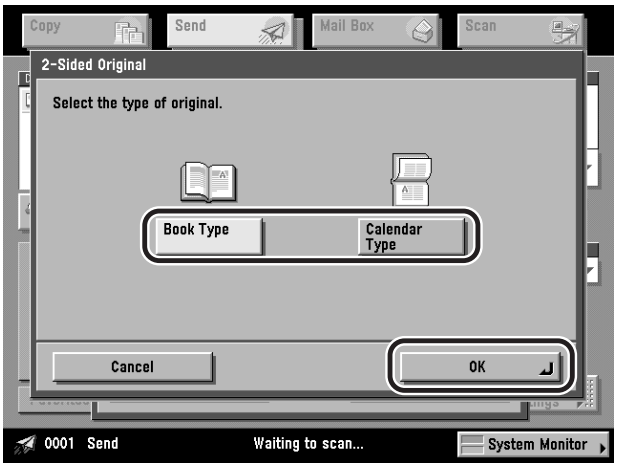
● If the original is two-sided:

❑ Press [2-Sided Original].



❑ Select the type of two-sided original → press [OK].



[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Do not forget to set or cancel the 2-Sided Original mode, according to the type of originals that you place next.

To cancel the 2-Sided Original mode, press [2-Sided Original] → [Cancel].

Repeat this step, if necessary.

IMPORTANT

If the original contains fine text or print, such as a map, the machine may need to read or scan the document several times. Do not remove the original from the platen glass until you are sure that the machine has finished scanning it.

NOTE

[2-Sided Original] is displayed only if the optional Feeder (DADF-K1) is attached.

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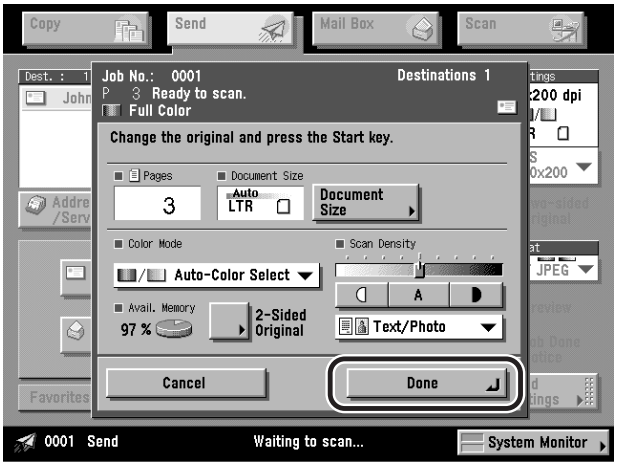
7 After the last batch of originals is scanned, press [Done].



The scanned data is sent to the specified destination.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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Adjusting the Contrast (Sharpness)

This mode enables you to scan original images with a sharper or softer contrast. To scan text or lines sharply, use the [High] setting. To scan originals containing printed photographs or other halftones, use the [Low] setting.

■ Low

If you want to scan an original containing halftones, such as a printed photograph, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. However, you can lessen the moiré effect by using the [Low] setting to produce a clearer image.

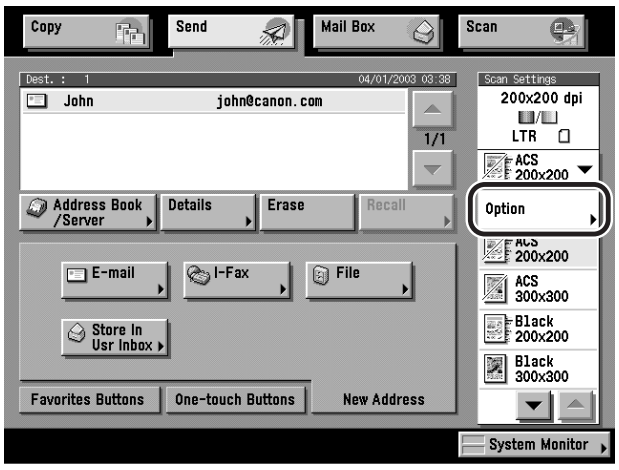
■ High

This setting enhances the edges of original images so that faint or fine text is scanned with a sharper contrast. This setting is particularly suited for scanning blueprints and faint pencil drawn images.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



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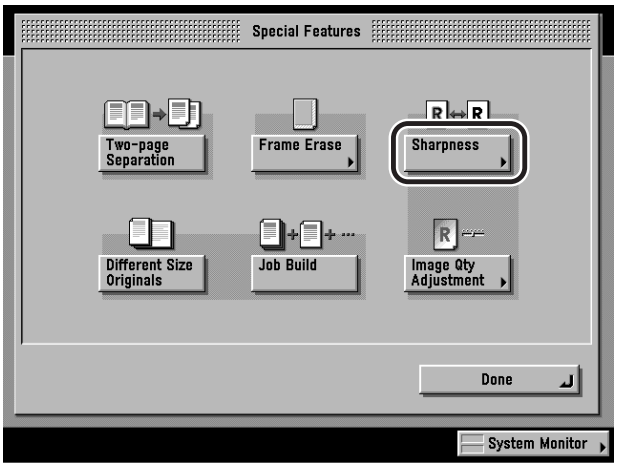
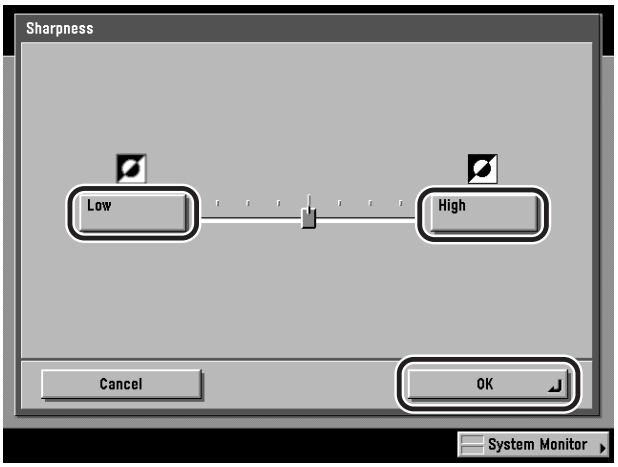
3 Press [Special Features] → [Sharpness].



4 Press [Low] or [High] to adjust the sharpness → press [OK].



To scan text or lines clearly, use the [High] setting. To scan originals containing printed photographs or other halftones, use the [Low] setting.

The selected mode is set, and the display returns to the Special Functions screen.

5 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

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6 Press ◇ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ◇ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Sharpness] → [Cancel].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] →[Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press ⎚ (Reset).

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Image Quality Adjustment

You can make settings that adjust the scan exposure. If you select [A] (Auto) as the scan exposure on the Scan Settings screen, the scan exposure is automatically adjusted. The following two types of scan exposure adjustments are available on the Image Quality Adjustment screen.

IMPORTANT

- If [A] (Auto) is selected as the scan exposure on the Scan Settings screen, pressing [Image Qty Adjustment] and making fine adjustments cancels the automatic scan exposure setting. Similarly, if you select [A] (Auto) for the scan exposure when image quality adjustments have been made, the Image Quality Adjustment mode is canceled and automatic scan exposure is used instead.
- The Remove Background mode cannot be used together with the Prevent Bleeding mode.

■ Remove Background

This mode enables you to scan originals by erasing the background color of the original. This feature is especially useful for scanning originals, such as catalogues and paper, that have turned yellow from age.

■ Prevent Bleeding

This mode enables you to scan originals by preventing the original image on the reverse side of thin originals from bleeding through and being scanned as well.

Remove Background

This mode enables you to scan originals by erasing the background color of the original. This feature is especially useful for scanning originals, such as catalogues and paper, that have turned yellow from age.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

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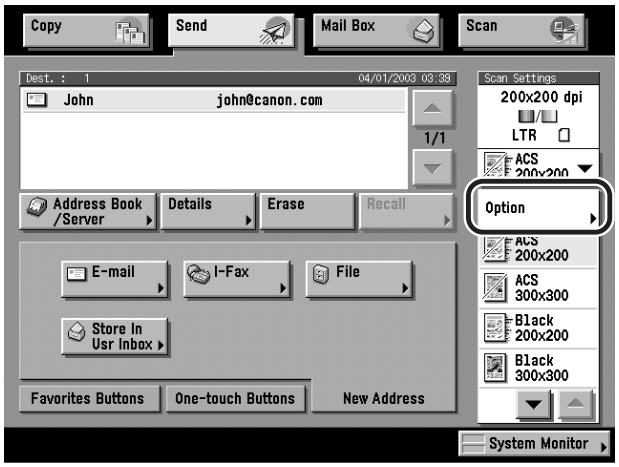
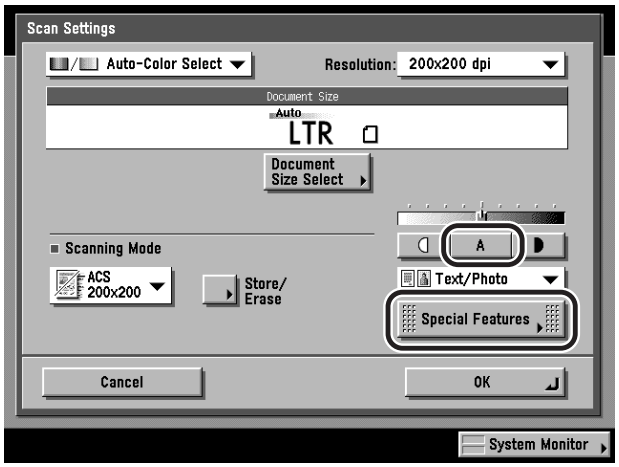
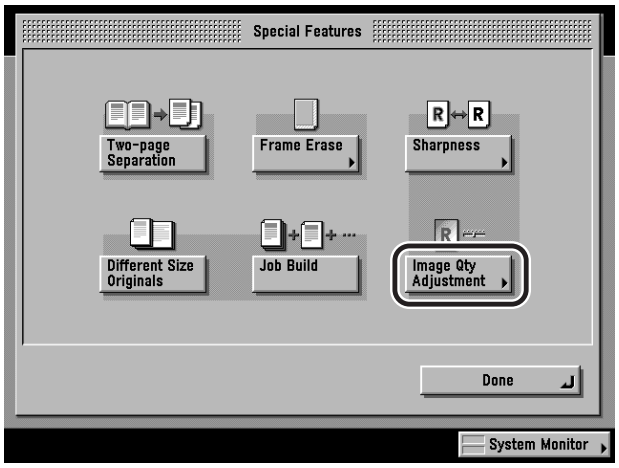
2 Press the Scan Settings drop-down list → press [Option].



3 Press [A] → [Special Features].



4 Press [Image Qty Adjustment].



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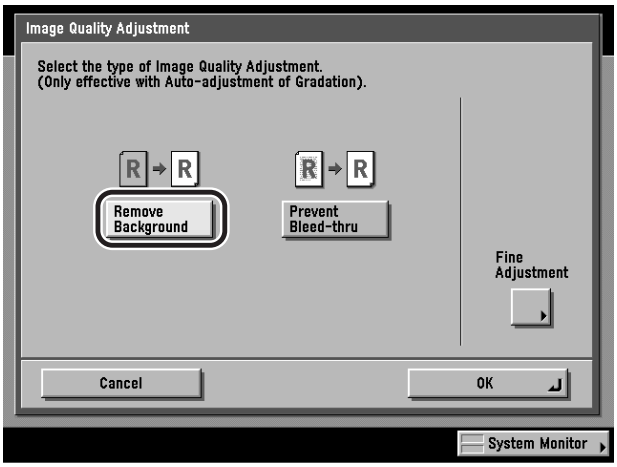
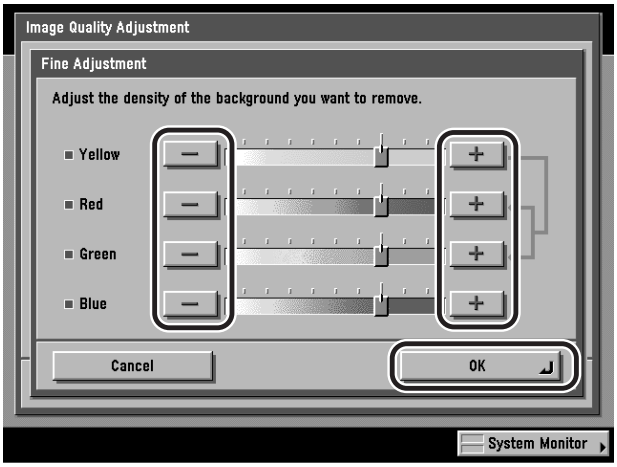
5 Press [Remove Background].



If the background color remains or if you want to make the background color darker when the original is scanned in the Remove Background mode, make fine adjustment to the density of the background color.

If you want to make fine adjustments to the density of the background color, press [Fine Adjustment] → press [+] or [-] to specify the amount of each color that you want to remove → press [OK].



For example, when the background color (yellow) of the yellowed original remains, press [-] next to <Yellow> to adjust the density.

Adjusting Yellow automatically adjusts the levels of Red and Green to the same level as Yellow. On the other hand, adjusting the levels of Red or Green, sets Yellow back to its default level.

NOTE

- Pressing [-] or [+] adjusts the density of each color. Press [-] to make the color lighter, or [+] to make the color darker.
- If you make fine adjustments to the density, automatic scan exposure is canceled and the original is scanned according to the settings made in Fine Adjustment.

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6 Press [OK] → [Done] → [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

7 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Image Qty Adjustment] → [Cancel].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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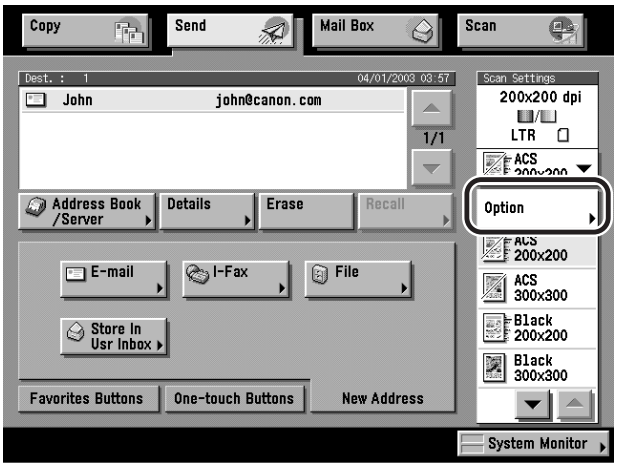
Prevent Bleeding

This mode enables you to scan originals by preventing the original image on the reverse side of thin originals from bleeding through and being scanned as well.

1 Place your originals → specify the destination.

For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



3 Press [A] → [Special Features] → [Image Qty Adjustment].

If necessary, see the screen shots in steps 3 and 4 of "Remove Background," on p. 4-27.

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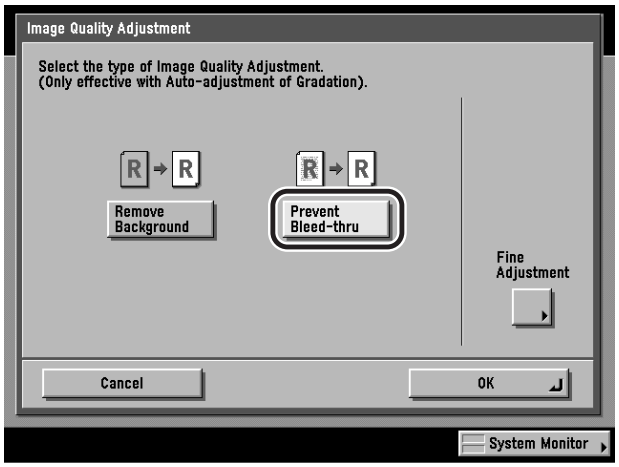
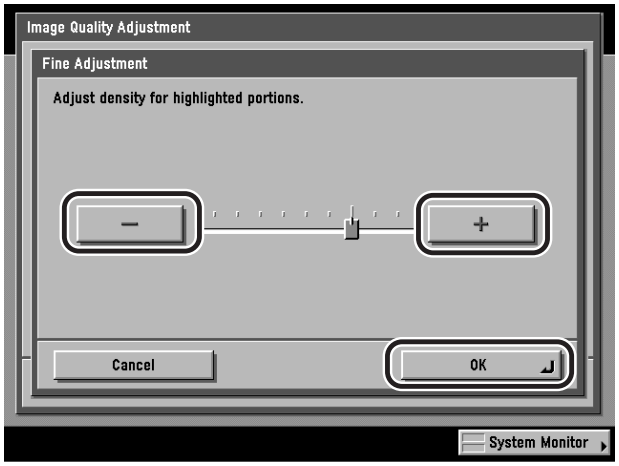
4 Press [Prevent Bleed-thru].



If you want to make fine adjustments to the density, press [Fine Adjustment] → press [-] or [+] to specify the amount of bleeding that you want to prevent → press [OK].



[-]: This setting prevents dark areas on the reverse side of the original from bleeding through and being scanned, but light areas on the front side may not be scanned either.

[+]: This setting may not be able to completely prevent dark areas on the reverse side of the original from bleeding through and being scanned, but light areas on the front side of the original are always scanned.

NOTE

If you make fine adjustment to the density, automatic scan exposure is canceled and the original is scanned according to the setting made in Fine Adjustment.

5 Press [OK] → [Done] → [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

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6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press the Scan Settings drop-down list → press [Option] → [Special Features] → [Image Qty Adjustment] → [Cancel].
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).

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User Preset Keys

You can set any possible combination of scan settings and store them in a user preset key in memory. There are eight user preset keys, six of which have preset scan modes already set from the factory. The remaining two user preset keys (P7 and P8) are available for the user to set and store, and can be assigned names for increased convenience. You can also change the settings and assigned names for the six preset scan keys, and store them as user-defined scan modes (user preset keys). This feature is useful for storing frequently used scan settings.

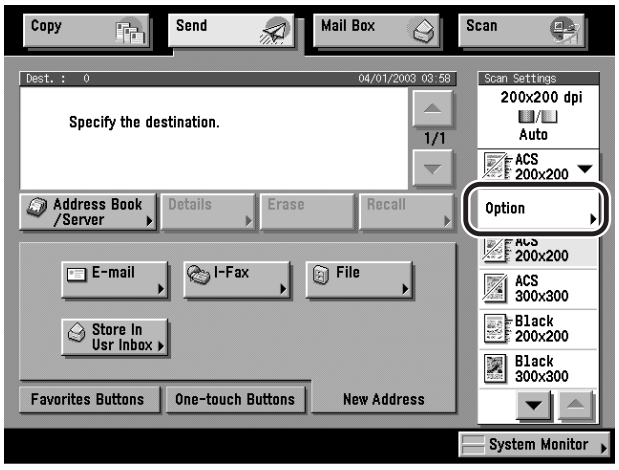
Once user preset keys are stored, they are displayed in the Scan Settings drop-down list, and can be selected in the same way as the six preset scan modes ACS 200 x 200 dpi, ACS 300 x 300 dpi, Black 200 x 200 dpi, Black 300 x 300 dpi, ACS 600 x 600 dpi, and Black 600 x 600 dpi.

NOTE

The scan settings stored as user preset keys in memory are not erased, even if you turn the machine's power OFF.

Storing Scan Settings

1 Press the Scan Settings drop-down list → press [Option].



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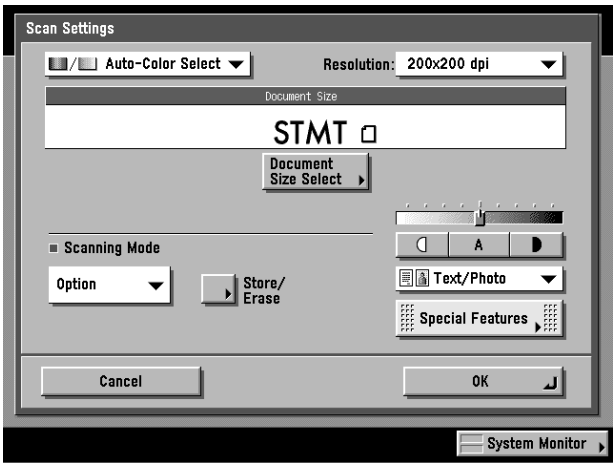
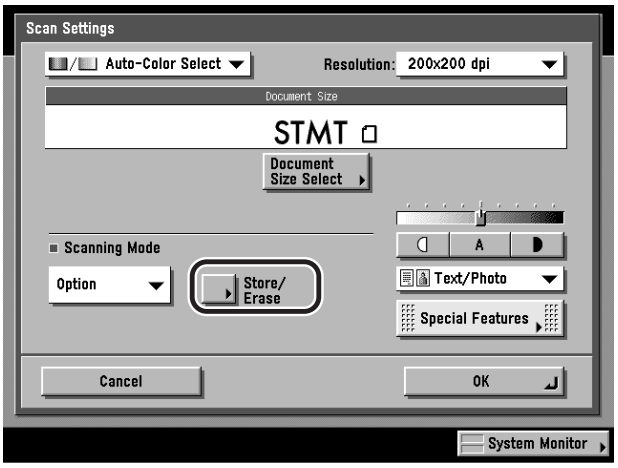
2 Specify the scan settings that you want to store.



NOTE

In the example above, the Document Size Select and the Job Build modes are specified.

3 Press [Store/Erase].



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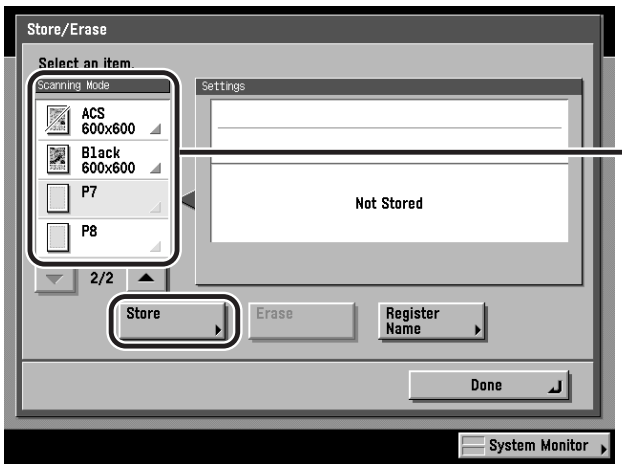
4 Select a user preset key for storing the scan settings → press [Store].



The icons that are displayed are explained below:

Icon	Color Mode	Resolution
	Automatic Color Selection	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi
	Automatic Color Selection	200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
	Full Color	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi
	Full Color	200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
	Grayscale, Black-and-White	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi
	Grayscale, Black-and-White	200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
	(Not Stored)	

NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored scan settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

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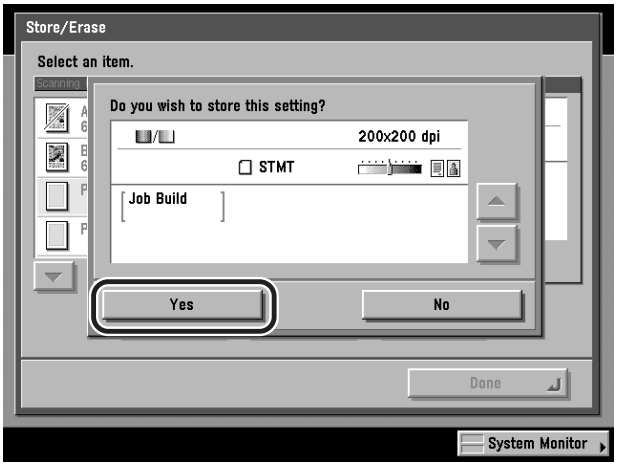
● If you select a key without settings:

❑ A screen appears, asking for your confirmation to store the settings. Press [Yes].



To cancel storing the settings, press [No].

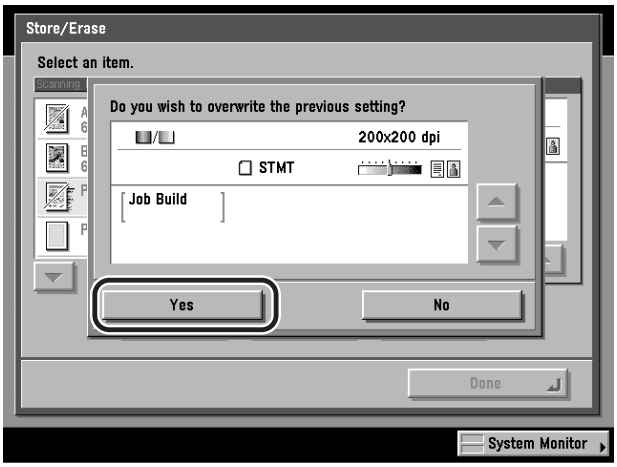
Once the settings are stored, the message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a colored triangle (◢) in the lower right corner of the key, and the settings are displayed.

The stored settings are displayed.

● If you select a key that already has settings stored in it:

❑ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].



To cancel storing the settings, press [No].

Once the settings are stored, the message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

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5 Press [Done] → [OK].

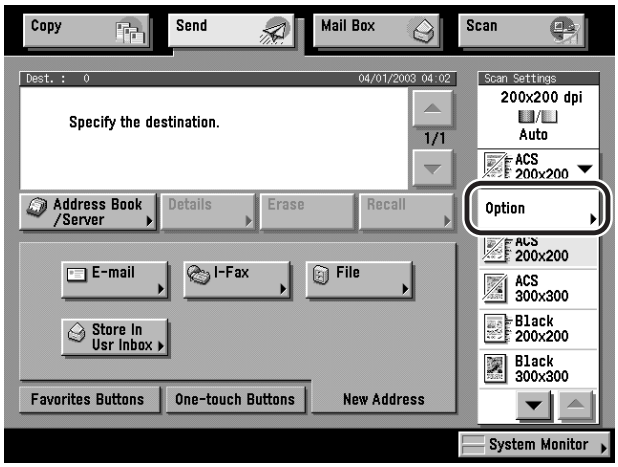
The display returns to the Send Basic Features screen.

NOTE

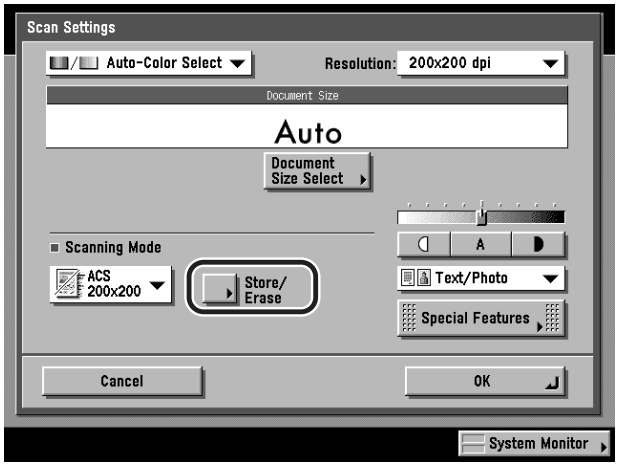
You can also assign a name to a user preset key by pressing [Register Name].

Naming a User Preset Key

1 Press the Scan Settings drop-down list → press [Option].



2 Press [Store/Erase].



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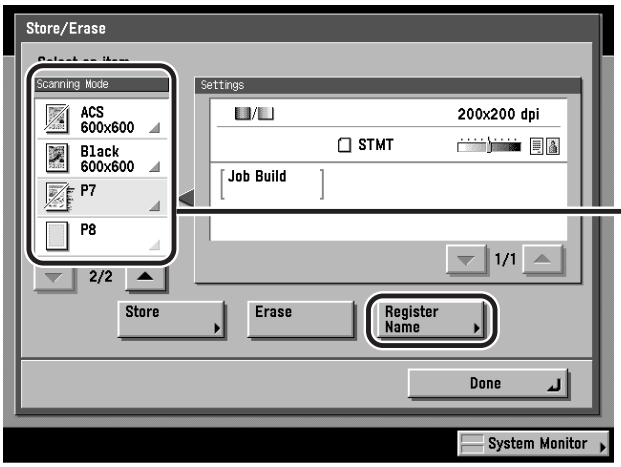
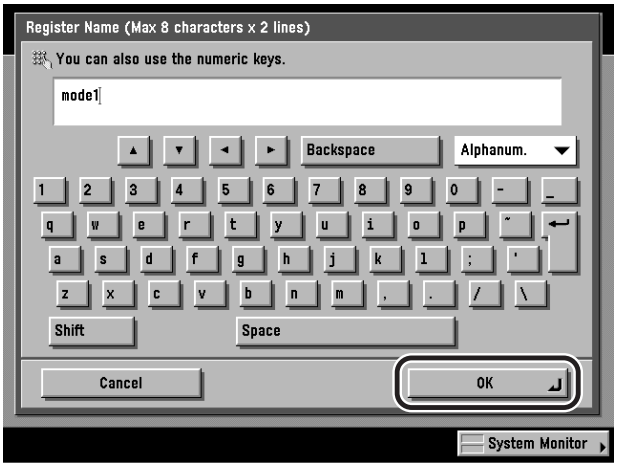
3 Select a user preset key to name → press [Register Name].



NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also assign names to keys with no settings stored in them.
- If there are more stored scan settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

4 Enter a name → press [OK].



Two lines can be used for a user preset key name.

You can enter up to eight characters per line.

The assigned name appears on the key.

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NOTE

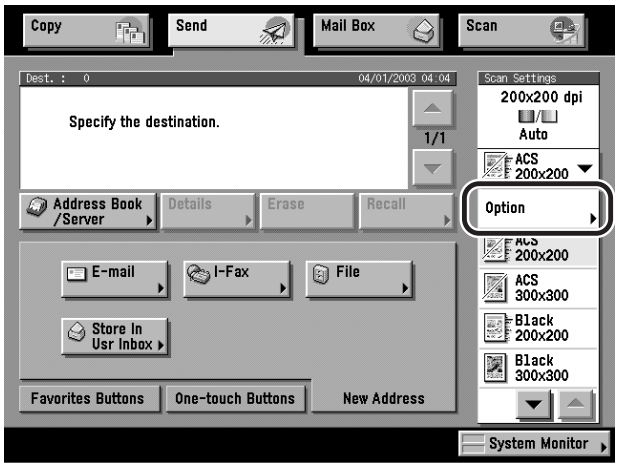
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the key name reverts to its current name (default P1 to P8).

5 Press [Done] → [OK].

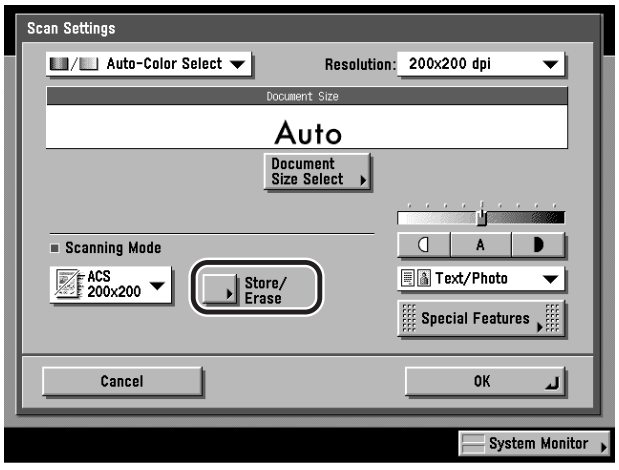
The display returns to the Send Basic Features screen.

Erasing Scan Settings

1 Press the Scan Settings drop-down list → press [Option].



2 Press [Store/Erase].



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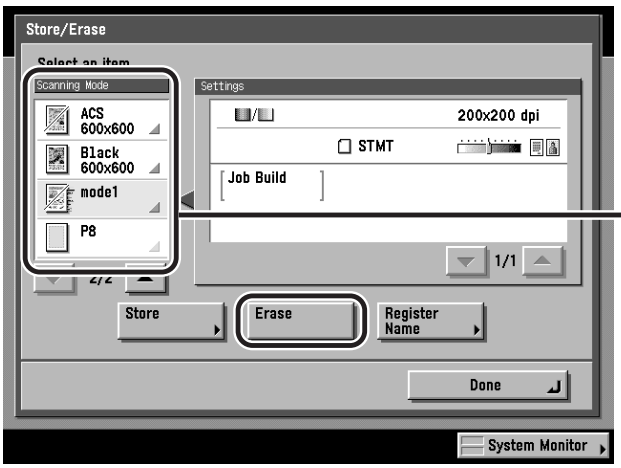
3 Select the user preset key with the scan settings that you want to erase → press [Erase].



A screen appears, asking for your confirmation to erase the settings.

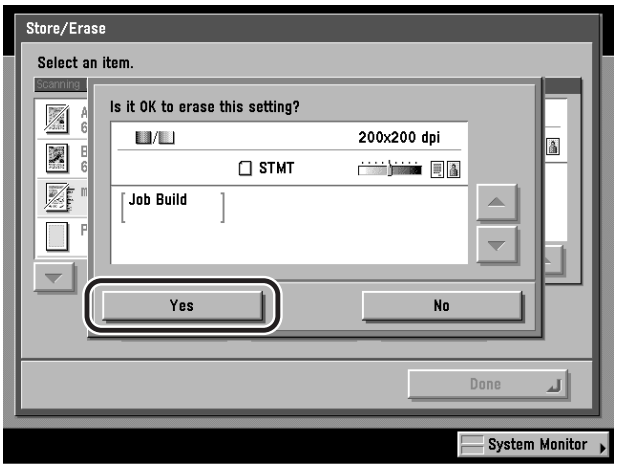
IMPORTANT

Make sure to check the settings before erasing them.

NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored scan settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

4 Press [Yes].



To cancel erasing the settings, press [No].

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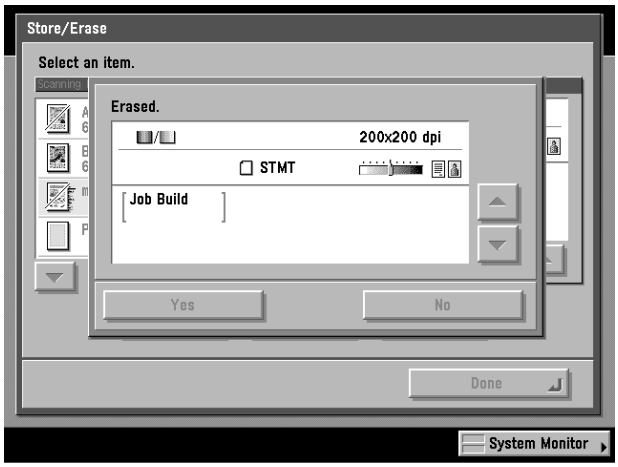
The message <Erased.> appears for approximately two seconds on the touch panel display.



The stored scan settings are erased.

NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a User Preset Key," on p. 4-38.

5 Press [Done] → [OK].

The display returns to the Send Basic Features screen.

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Sending Documents

5
CHAPTER

This chapter describes the fundamental procedures for sending documents, how to configure send settings, and other useful features.

Sending Methods 5-2
- Sending an E-Mail Message 5-2
- Sending an I-Fax 5-14
- Sending a Job to a File Server 5-23
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Sending Methods

You can enter a subject line, message body text, and an e-mail, I-fax, or file server address to which to send documents. Documents can be sent without changing any of the send settings, or you can configure them to suit your needs.

When you send a document, you can also set to send a document at a preset time.

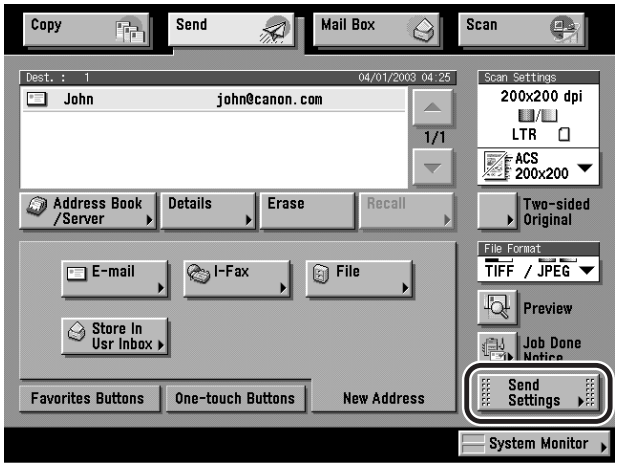
IMPORTANT

If you send an image as a TIFF (Tagged Image File Format) or an MTIFF (Multiple page TIFF) file to a Macintosh, the recipient may not be able to view the image correctly. If this happens, send the image as a PDF file, or view the TIFF or MTIFF file with an application, such as Apple QuickTime Player.

Sending an E-Mail Message

You can scan a document and send it as an attached file in an e-mail message. You can add the document's name, a subject line, message body text, reply-to address, and the sender's name. The scanned document can be sent as a JPEG, TIFF, MTIFF, or PDF file.

1 Place your originals → specify the e-mail address destination → press [Send Settings].



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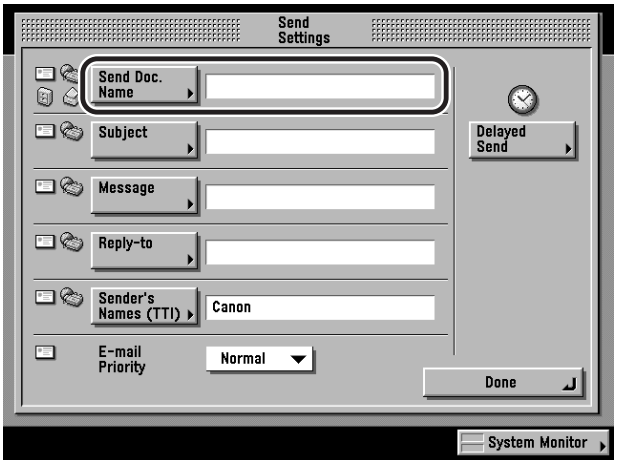
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-35.
- For instructions on specifying an e-mail address, see "Specifying an E-Mail Address," on p. 2-6.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-34.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- For instructions on specifying a destination by searching through the directory listings on a server on the network using LDAP (Lightweight Directory Access Protocol), see "Using a Server," on p. 2-38.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

2 Press [Send Doc. Name].



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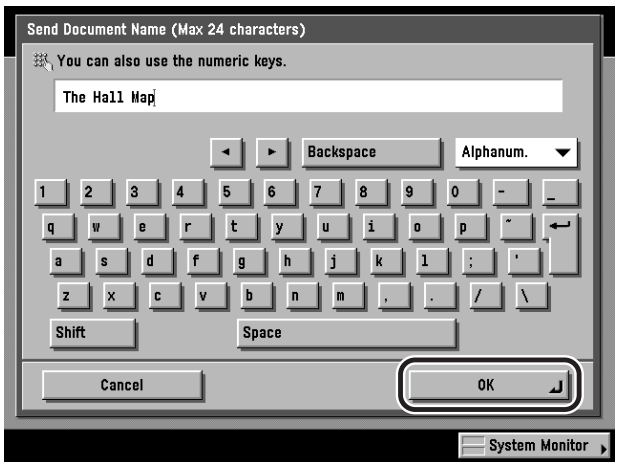
3 Enter the name of the document that you want to send → press [OK].



You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- When you are sending documents, each page is sent as a separate image attached to an e-mail message, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message is assigned as follows:
  - If you set the document's name:
    The file name prefix is generated by the document's name and three digits that signify the page number of the image.
    Example: document name_002.tif
  - If you do not set the document's name:
    The file name prefix is generated by the job number (0001 to 4999) and three digits that signify the page number of the image.
    Example: 1042_002.tif

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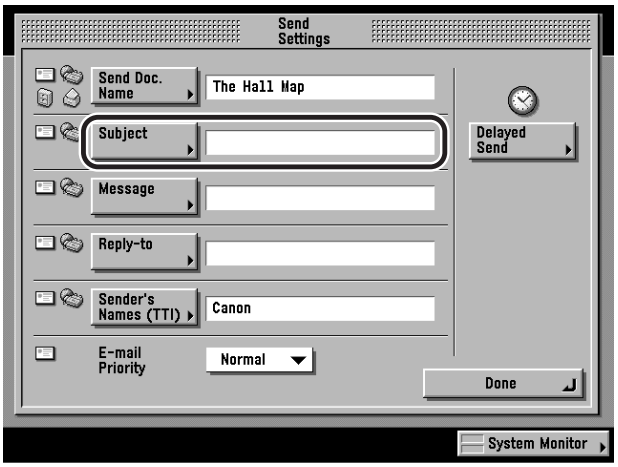
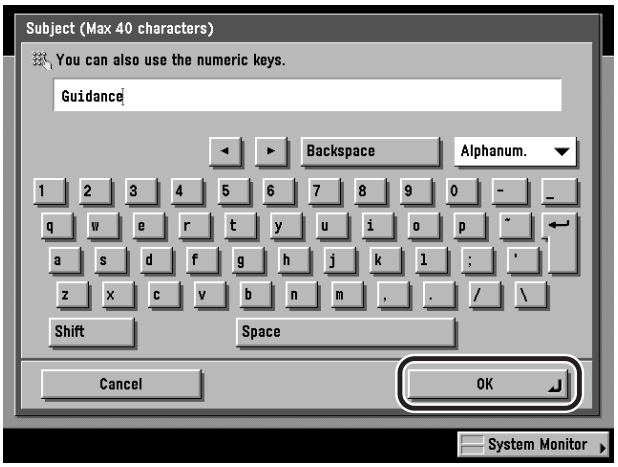
4 Press [Subject].



5 Enter the subject of the e-mail message → press [OK].



You can enter up to 40 characters for the subject.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you do not enter a subject, the default subject set in E-mail/I-Fax Settings is used. To access the E-mail/I-Fax Settings screen, press Ⓐ (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax Settings]. (See "E-Mail/I-Fax Settings," on p. 10-4.)

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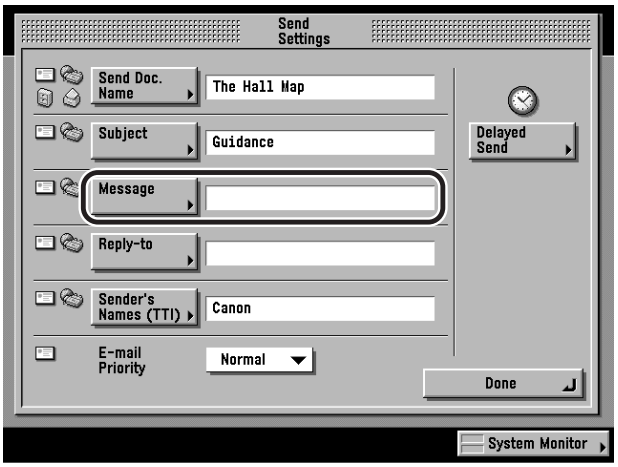
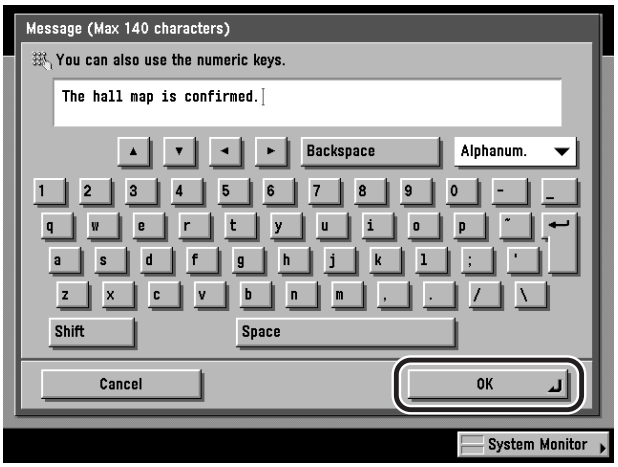
6 Press [Message].



7 Enter the message body text → press [OK].



You can enter up to 140 characters for the e-mail message. A hard return is counted as one character.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

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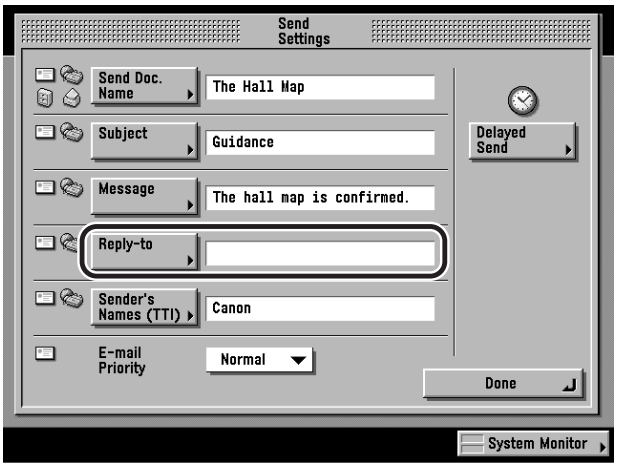
8 Press [Reply-to].



9 Select the reply-to address.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

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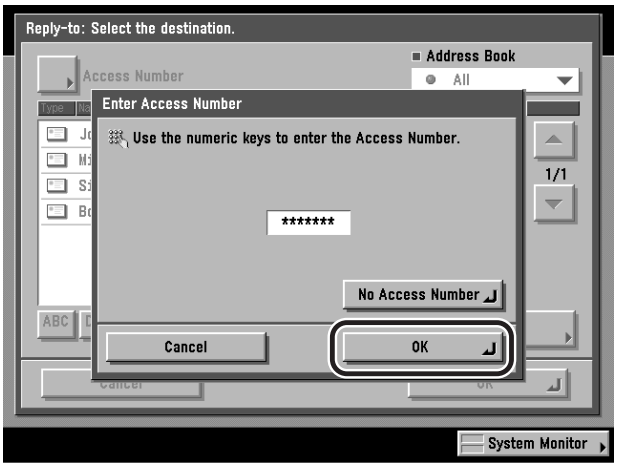
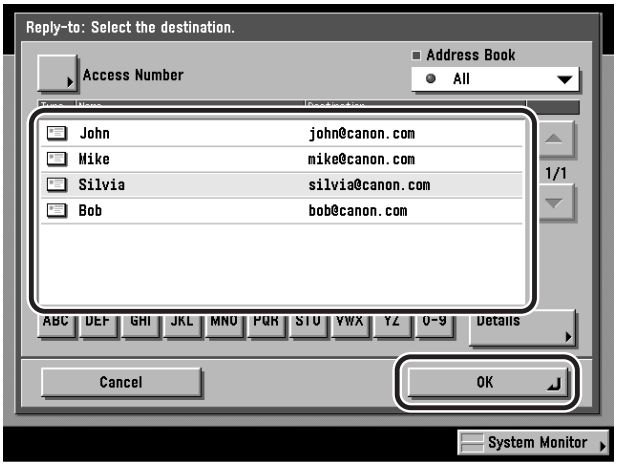
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destination → press [OK].



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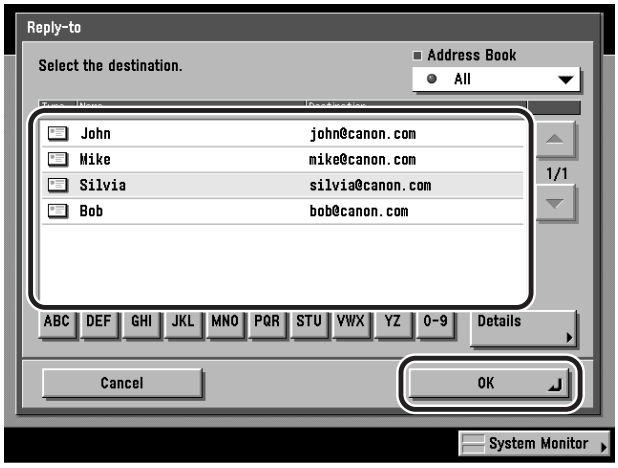
● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination → press [OK].



If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book.

If the optional Super G3 FAX Board is installed, you can also specify fax numbers as the reply-to address.

The selected destination is set as the reply-to e-mail address.

IMPORTANT

You need to store reply-to addresses in the Address Book beforehand. (See "E-Mail Addresses," on p. 9-5.)

NOTE

- You cannot select multiple destinations.
- To display [Access Number], set the Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected reply-to address, select the address again.
- To view the detailed information of a selected reply-to address, select the address → press [Details].

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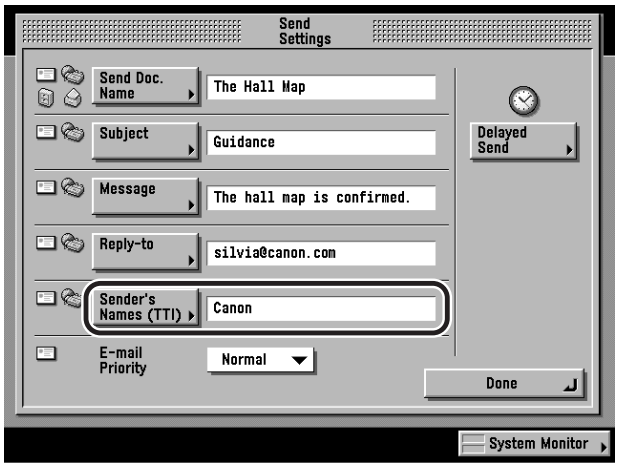
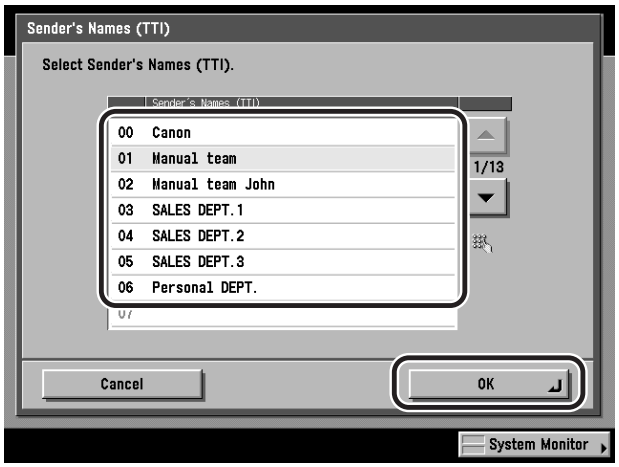
10 Press [Sender's Names (TTI)].



11 Select a sender's name → press [OK].



The name registered under <00> is selected by default.

If the desired sender's name is not displayed, press [▼] or [▲] to scroll to the desired sender's name.

You can also enter the number of the desired sender's name using ⓪ - ⑨ (numeric keys).

NOTE

- To use this feature, you must store sender names beforehand. (See "Registering Sender Names," on p. 1-16.)
- If you set the unit's name in TX Settings (from the Additional Functions screen), the unit's name is automatically registered as <00>. To set the unit's name, press ⓐ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → press [Unit Name]. (See "Registering the Unit's Name," on p. 1-19.)

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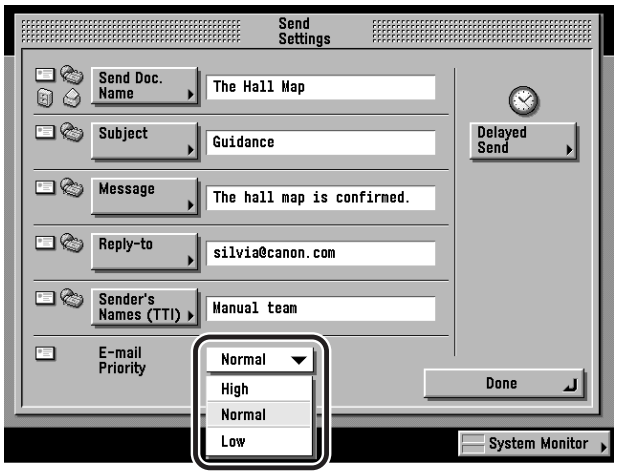
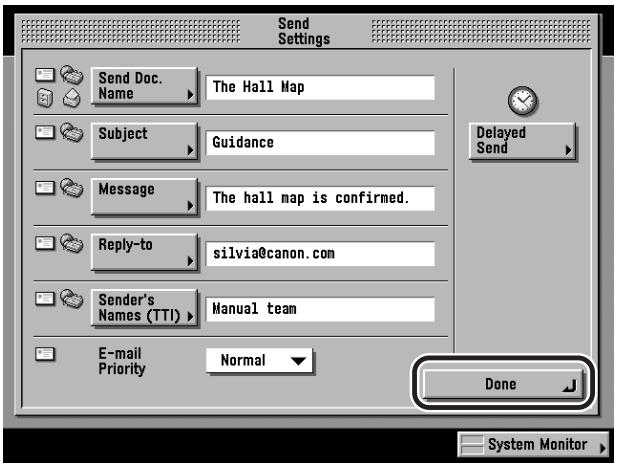
12 Press the E-mail Priority drop-down list → select a priority for your e-mail message.



13 Press [Done].



The display returns to the Send Basic Features screen.

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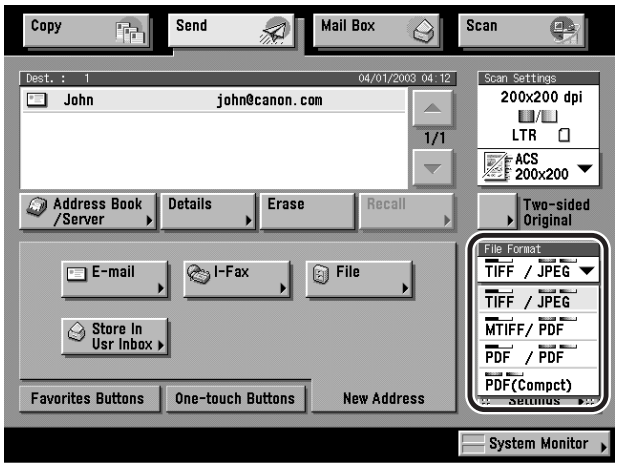
14 Press the File Format drop-down list → select a file format.



File Formats:

[TIFF/JPEG]: Sends images in either the TIFF (Black-and-White) or JPEG (Grayscale/Color) format.

[MTIFF/PDF]: Enables you to insert multiple images into a single MTIFF or PDF file. Sends the file in either the MTIFF (Black-and-White) or PDF (Grayscale/Color) format.

[PDF/PDF]: Enables you to insert multiple images into a single PDF file. Sends the file in the PDF format regardless of the color mode.

[PDF (Compct)]: Enables you to send files containing text originals or text/photo originals using a high compression ratio. You can also send multiple images together as one PDF file.

When [PDF (Compct)] is selected, the Auto-Color Select (Full Color/Black-and-White) and Black-and-White color modes cannot be set together.
If you select [PDF (Compct)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

IMPORTANT

If [PDF (Compct)] is selected as the File Format, the resolution is automatically changed to [300x300 dpi]. If the color mode is set to [Auto-Color Select (Full Color/Black-and-White)] or [Black and White], the color mode is automatically changed to [Auto-Color Select (Full Color/Grayscale)] or [Grayscale] respectively. If you want to send the document with the resolution setting and the color mode that you specify, change the File Format setting to anything other than [PDF (Compct)].

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NOTE

- In order to view a JPEG file, a software application that supports the JPEG file format is required.
- In order to view a TIFF or MTIFF file, a software application that supports TIFF or MTIFF file formats (such as Imaging for Windows) is required.
- In order to view a PDF file, Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File Formats," in the Glossary, on p. 13-12.
- If [PDF (Compct)] is selected as the File Format, set JPEG Compression Ratio in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) to 'Normal' or 'Low Ratio'. If the JPEG Compression Ratio is set to 'High Ratio', the image output may be of a low quality even if [Image Priority] is selected in Image Level for PDF (Compct) in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen). (See "JPEG Compression Ratio for Color Send Jobs," on p. 8-6.)

15 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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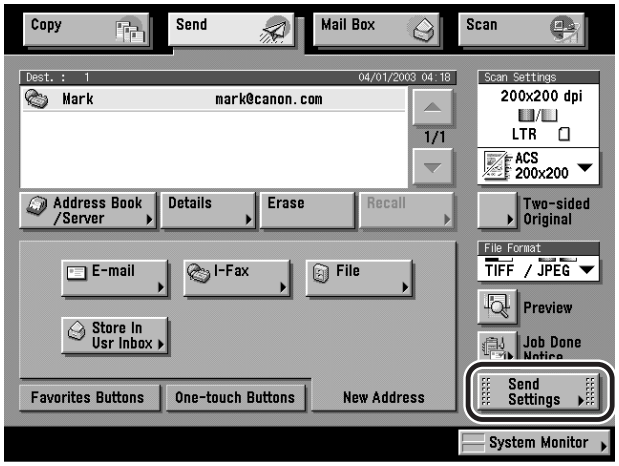
Sending an I-Fax

You can scan a document, and send it to a destination via the Internet as an I-fax. An I-fax can only be sent to machines that can receive faxes through the Internet. You can add the document's name, a subject line, message body text, reply-to address, and the sender's name.

1 Place your originals → specify the I-fax destination → press [Send Settings].



NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-35.
- For instructions on specifying the I-fax address, see "Specifying an I-Fax Address," on p. 2-8.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-34.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- To specify a destination by searching through the directory listings on a server on the network using LDAP (Lightweight Directory Access Protocol), see "Using a Server," on p. 2-38.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

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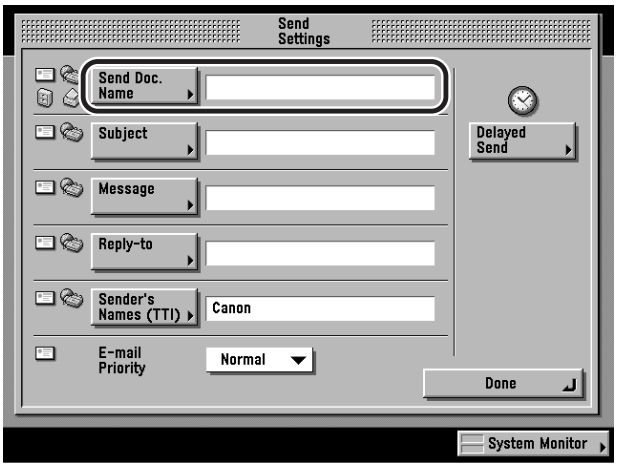
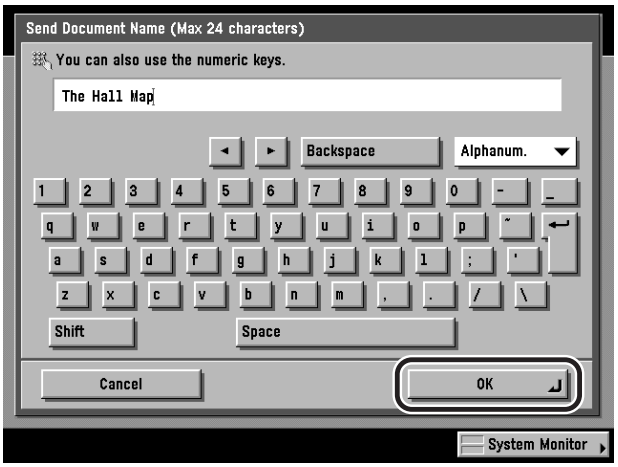
2 Press [Send Doc. Name].



3 Enter the name of the document that you want to send → press [OK].



You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- When you are sending documents, each page is sent as a separate TIFF image attached to the I-fax. The file name prefix of the image attached to the I-fax is assigned as follows:
  - If you set the document's name:
    The file name prefix is generated by the document's name and three digits that signify the page number of the image.
    Example: document name_002.tif

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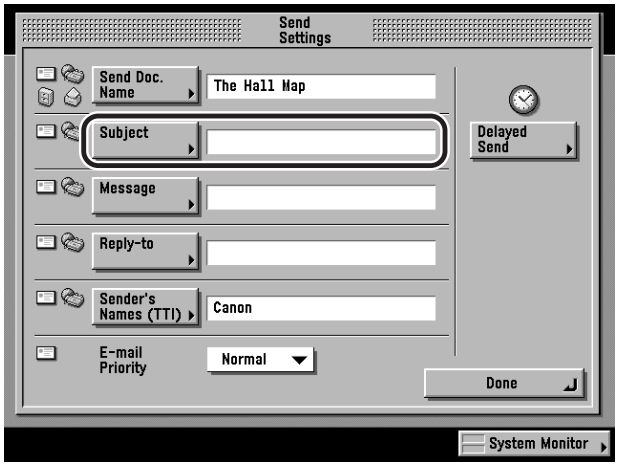
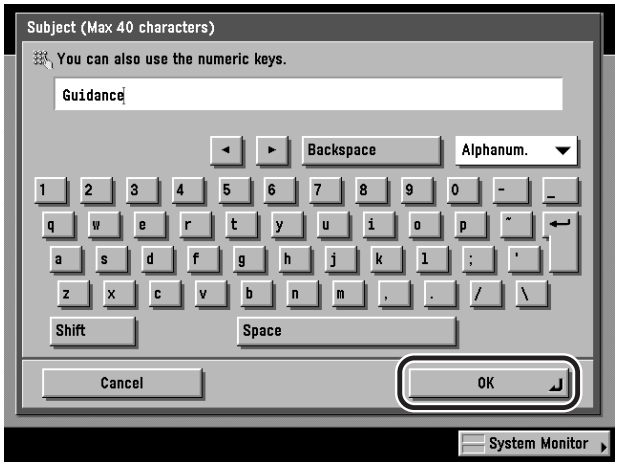
- If you do not set the document's name:
  The file name prefix is generated by the job number (0001 to 4999) and three digits that signify the page number of the image.
  Example: 1042_002.tif

4 Press [Subject].



5 Enter the subject of your I-fax → press [OK].



You can enter up to 40 characters for the subject.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you do not enter a subject, the default subject set in E-mail/I-Fax Settings is used. To access the E-mail/I-Fax Settings screen, press Ⓐ (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax Settings]. (See "E-Mail/I-Fax Settings," on p. 10-4.)

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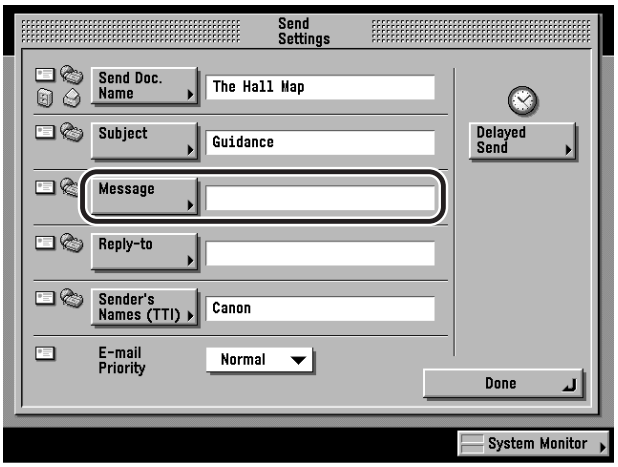
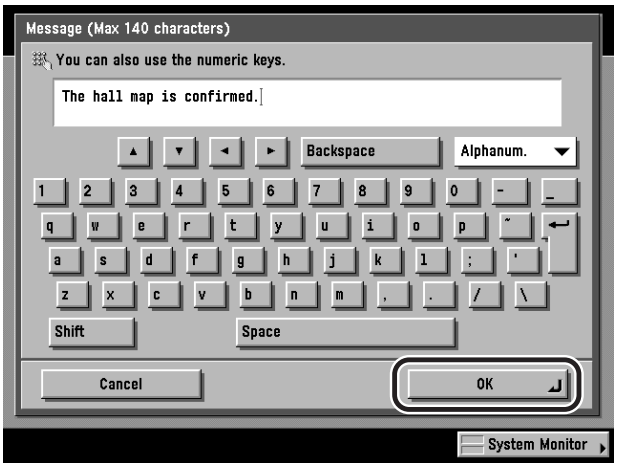
6 Press [Message].



7 Enter the message body text → press [OK].



You can enter up to 140 characters for the message. A hard return is counted as one character.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

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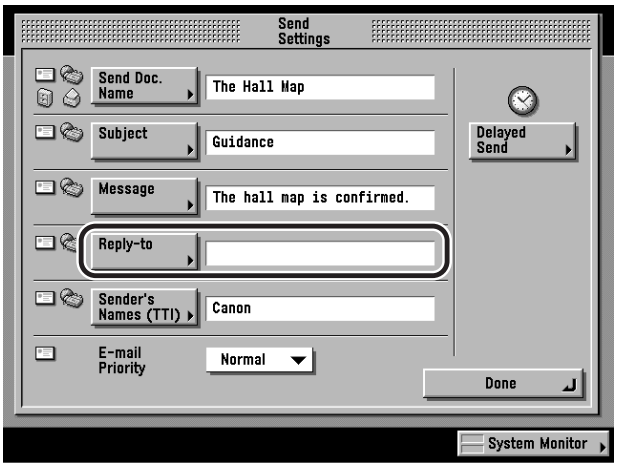
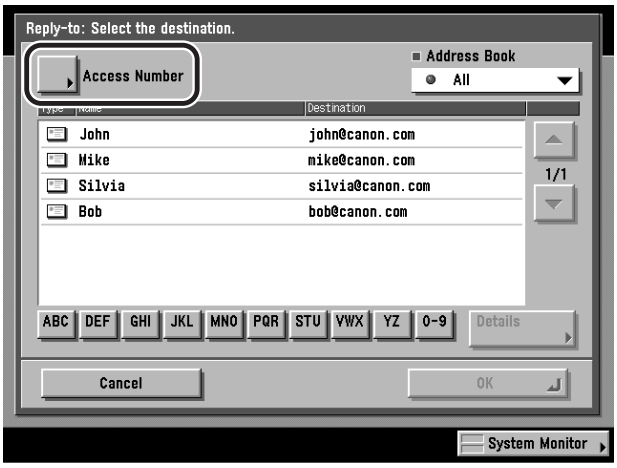
8 Press [Reply-to].



9 Select the reply-to address.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].



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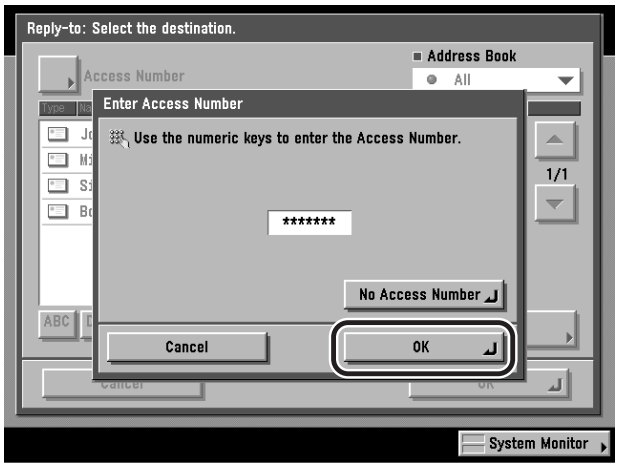
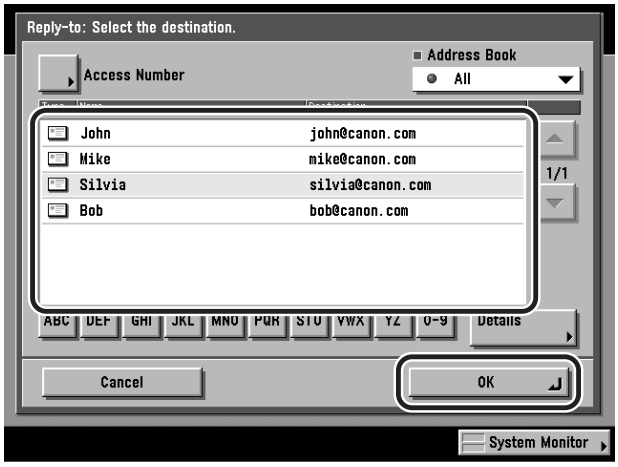
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destination → press [OK].



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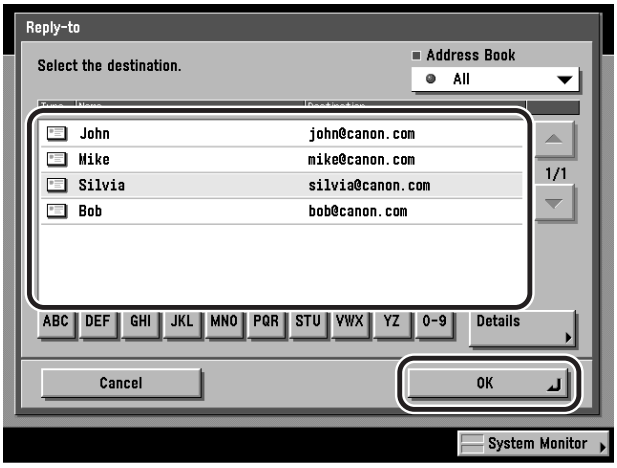
● If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:

❑ Select the destination → press [OK].



If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book.

If the optional Super G3 FAX Board is installed, you can also specify fax numbers as the reply-to address.

The selected destination is set as the reply-to address. A Full Mode Delivery Confirmation message will be sent to the selected reply-to address.

IMPORTANT

You need to store reply-to addresses in the Address Book beforehand. (See "E-Mail Addresses," on p. 9-5.)

NOTE

- You cannot select multiple destinations.
- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected reply-to address, select the address again.
- To view the detailed information of a selected reply-to address, select the address → press [Details].

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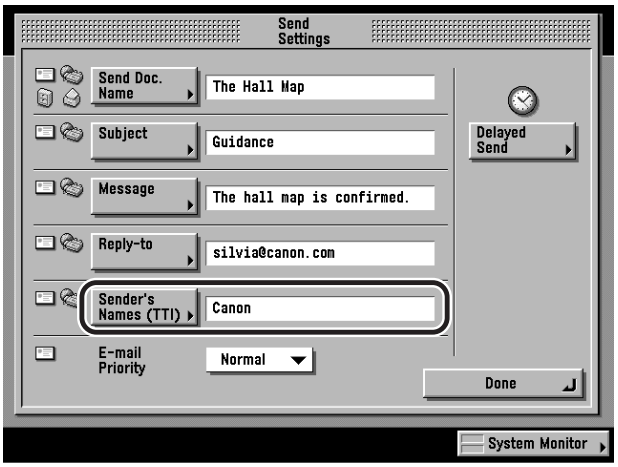
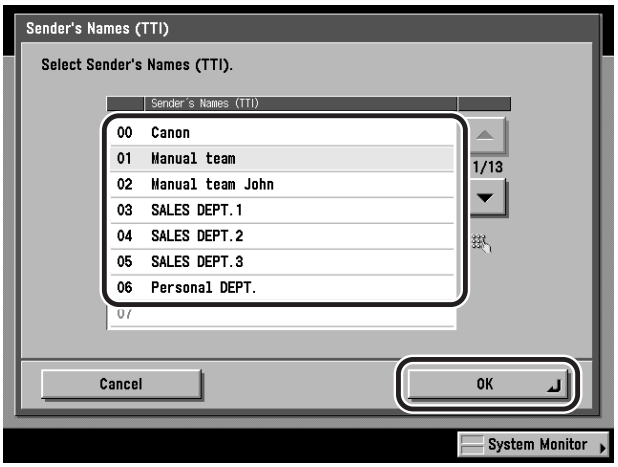
10 Press [Sender's Names (TTI)].



11 Select a sender's name → press [OK].



The name registered under <00> is selected by default.

If the desired sender's name is not displayed, press [▼] or [▲] to scroll to the desired sender's name.

You can also enter the number of the desired sender's name using ⓪ - ⑨ (numeric keys).

IMPORTANT

If the TX Terminal ID setting is set to 'Off', the sender's name will not be printed on the recipient's recording paper, even if you select one. To have the sender's name printed on every I-fax you send, you must set the TX Terminal ID to 'On'. To access the TX Terminal ID setting, press ⓐ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → [▼] → [TX Terminal ID].

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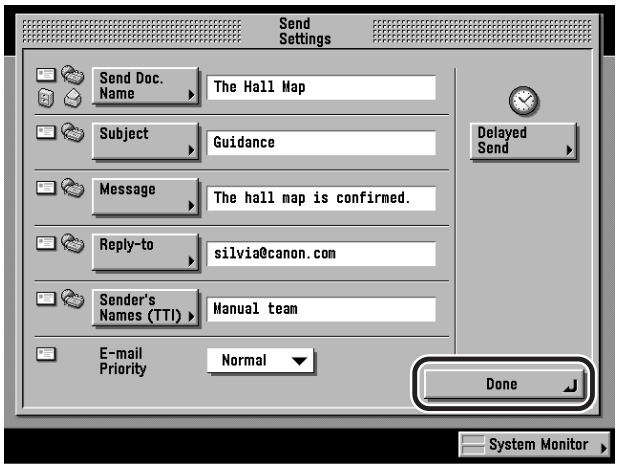
NOTE

- To use this feature, you must store sender names beforehand. (See "Registering Sender Names," on p. 1-16.)
- If you set the unit's name in TX Settings, the unit's name is automatically registered as <00>. To set the unit's name, press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → press [Unit Name]. (See "Registering the Unit's Name," on p. 1-19.)

12 Press [Done].



The display returns to the Send Basic Features screen.

13 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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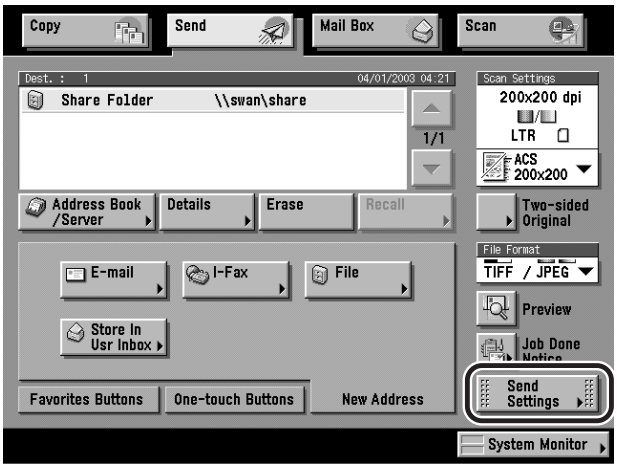
Sending a Job to a File Server

You can send a job to any computer that acts as a file server on the network. The following procedure explains how to specify the document's name and the file format of the image you are sending.

1 Place your originals → specify the File Server's destination → press [Send Settings].



NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-35.
- For instructions on specifying the file server's destination, see "Specifying a File Server," on p. 2-13.
- For instructions on specifying addresses using the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-34.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

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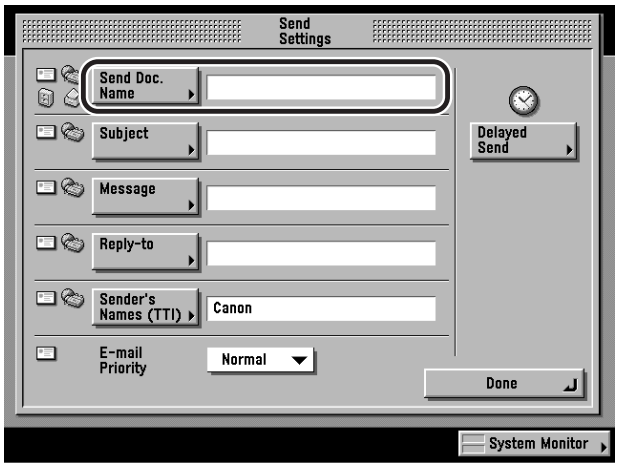
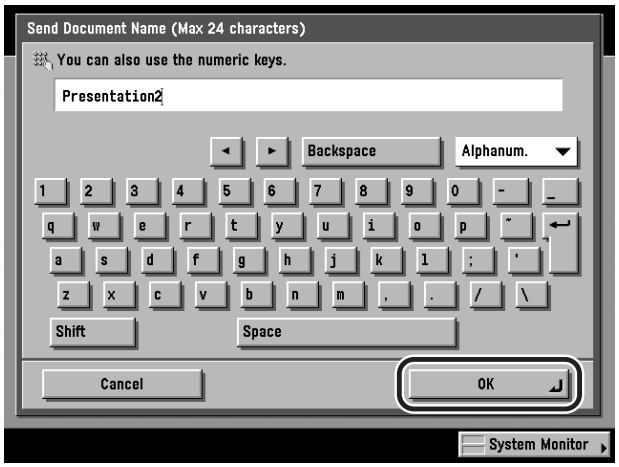
2 Press [Send Doc. Name].



3 Enter the name of the document that you want to send → press [OK].



You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

IMPORTANT

If you use characters such as ",", "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.

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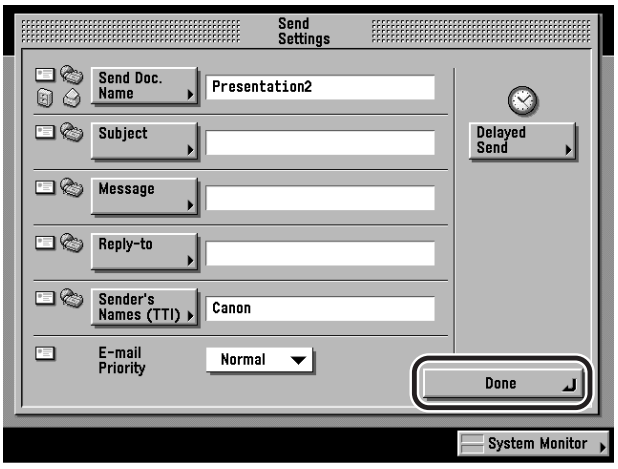
NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is assigned as follows:
  - If you set the document's name (TIFF or JPEG):
    The file name prefix is generated by the document's name, the year, month, day, hour, minute, and second the document is sent, and five digits that signify the page number of the image.
    Example: document name_20030410203000_00002.tif
    document name_20030410203000_00002.jpg
  - If you set the document's name (MTIFF or PDF):
    The file name prefix is generated by the document's name and the year, month, day, hour, minute, and second the document is sent.
    Example: document name_20030410203000.tif
    document name_20030410203000.pdf
  - If you do not set the document's name (TIFF or JPEG):
    The file name prefix is generated by the year, month, day, hour, minute, and second the document is sent, and the five digits that signify the page number of the image.
    Example: 20030410203000_00002.tif
    20030410203000_00002.jpg
  - If you do not set the document's name (MTIFF or PDF):
    The file name prefix is generated by the year, month, day, hour, minute, and second the document is sent.
    Example: 20030410203000.tif
    20030410203000.pdf

4 Press [Done].



The display returns to the Send Basic Features screen.

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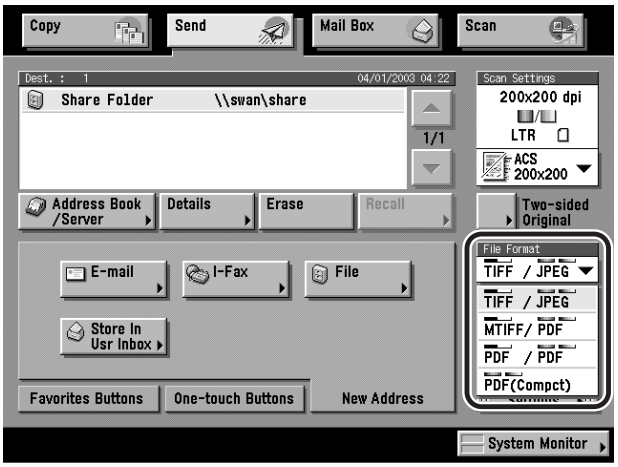
5 Press the File Format drop-down list → select a file format.



File Formats:

[TIFF/JPEG]: Sends images in either the TIFF (Black-and-White) or JPEG (Grayscale/Color) format.

[MTIFF/PDF]: Enables you to insert multiple images into a single MTIFF or PDF file. Sends the file in either the MTIFF (Black-and-White) or PDF (Grayscale/Color) format.

[PDF/PDF]: Enables you to insert multiple images into a single PDF file. Sends the file in the PDF format regardless of the color mode.

[PDF (Compct)]: Enables you to send files containing text originals or text/photo originals using a high compression ratio. You can also send multiple images together as one PDF file.

When [PDF (Compct)] is selected, the Auto-Color Select (Full Color/Black-and-White) and Black-and-White color modes cannot be set together.
If you select [PDF (Compct)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

IMPORTANT

If [PDF (Compct)] is selected as the File Format, the resolution is automatically changed to [300x300 dpi]. If the color mode is set to [Auto-Color Select (Full Color/Black-and-White)] or [Black and White], the color mode is automatically changed to [Auto-Color Select (Full Color/Grayscale)] or [Grayscale] respectively. If you want to send the document with the resolution setting and the color mode that you specify, change the File Format setting to anything other than [PDF (Compct)].

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NOTE

- In order to view a JPEG file, a software application that supports the JPEG file format is required.
- In order to view a TIFF or MTIFF file, a software application that supports the TIFF or MTIFF file formats (such as Imaging for Windows) is required.
- In order to view a PDF file, Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File Formats," in the Glossary, on p. 13-12.
- If [PDF (Compct)] is selected as the File Format, set JPEG Compression Ratio in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) to 'Normal' or 'Low Ratio'. If the JPEG Compression Ratio is set to 'High Ratio', the image output may be of a low quality even if [Image Priority] is selected in Image Level for PDF (Compct) in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen). (See "JPEG Compression Ratio for Color Send Jobs," on p. 8-6.)

6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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Sending a Job to a User Inbox

You can scan a document and store it in a User Inbox. If you include a User Inbox as one of the destinations to which you are sending your document, the document is stored in the selected User Inbox for later use. Documents stored in a User Inbox can be printed and sent to other destinations. The following procedure explains how to specify the document's name when you want to send it to a User Inbox.

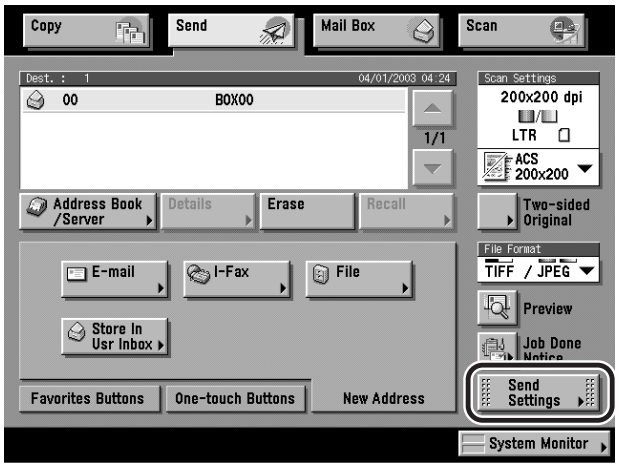
IMPORTANT

- A document stored in a User Inbox is automatically erased after three days. However, you can set the time that has to elapse before the documents in an inbox are automatically erased. (See Chapter 6, "Customizing Settings," in the *Mail Box Guide*.)
- No more documents can be stored in a User Inbox if any of the following conditions are true. (The numbers given below may vary depending on the remaining capacity of the hard disk.)
  - When 100 documents have been stored in the selected inbox
  - When a total of 1,000 documents or images have been stored in all of the inboxes
  - When a total of 3,700 pages of documents or images have been stored in all of the inboxes

NOTE

- It is recommended that you delete unwanted documents or image data from the inboxes to make space for storing new documents.
- User Inboxes specified as destinations corresponds to the inboxes that appear on the Inbox Selection screen for the Mail Box function.
- For more information on the User Inbox feature, see the *Mail Box Guide*.

1 Place your originals → specify the desired User Inbox → press [Send Settings].



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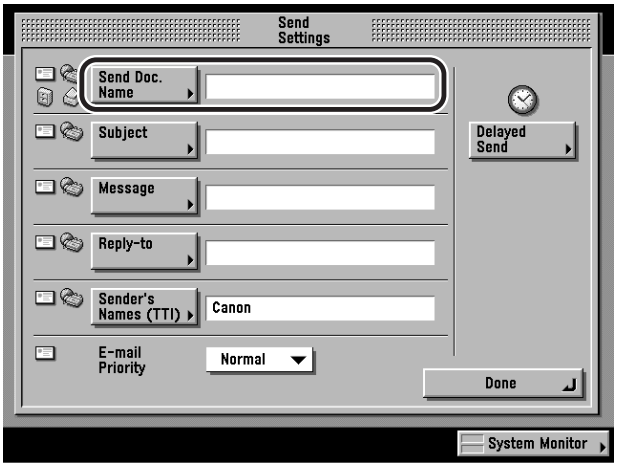
NOTE

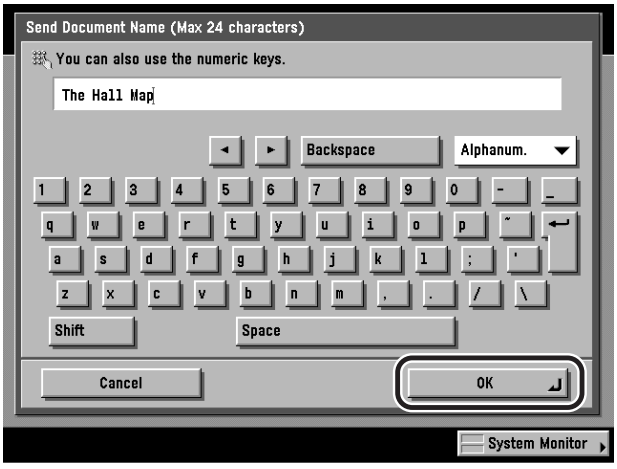
- For instructions on placing your originals, see "Placing Originals," on p. 1-35.
- For instructions on specifying a User Inbox as a destination, see "Specifying a User Inbox," on p. 2-32.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

2 Press [Send Doc. Name].



The document name set in [Send Doc. Name] corresponds to the name of the document that appears for the Mail Box function.

3 Enter the name of the document that you want to send → press [OK].



You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

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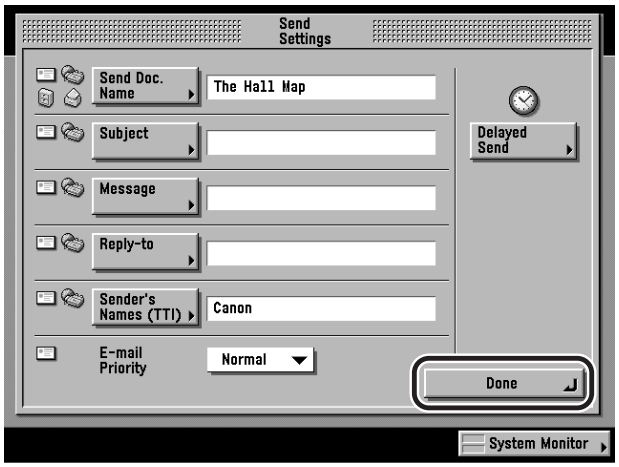
NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4 Press [Done].



The display returns to the Send Basic Features screen.

5 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The document is stored in the selected User Inbox with the name that you specified in step 3 when scanning is complete.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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Delaying a Send Job

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.

NOTE

- You can reserve up to 120 jobs for delayed sending. However, the actual number of jobs that can be reserved may be less than 120, depending on the following conditions:
  - If multiple documents are being sent at the same time
  - If large documents are being sent
- The number of delayed send jobs could also be reduced if there are other jobs with no Delayed Send settings, or it appends upon the other factors affecting the specified destinations.
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status, cancel, or change the destinations of documents for which a preset send time has been specified. (See "Using the System Monitor Screen," on p. 1-44, and Chapter 7, "Checking/Changing the Send/Receive Status.")

1 Place your originals → specify the destination → press [Send Settings].

If necessary, see the screen shot in step 1 of "Sending an E-Mail Message," on p. 5-2.

NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-35.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-34.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- For instructions on specifying a destination by searching through the directory listings on a server on the network using LDAP (Lightweight Directory Access Protocol), see "Using a Server," on p. 2-38.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

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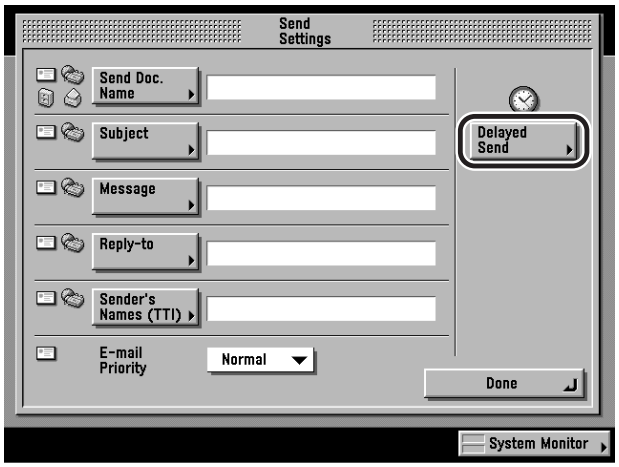
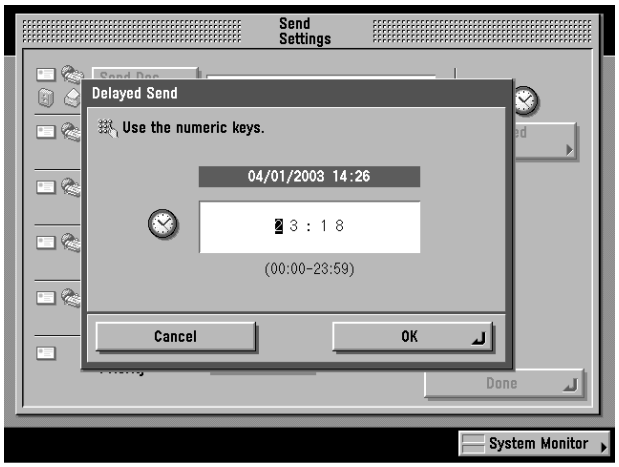
2 Press [Delayed Send].



3 Enter the send time using 0 - 9 (numeric keys).



Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you set a time earlier than the current time, the document will be sent at that time on the next day.

NOTE

If you make a mistake when entering the send time, press C (Clear) to clear your entry.

4 Press [OK] → [Done].

The display returns to the Send Basic Features screen.

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5 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The document is stored in memory, and sent to the specified destination at the specified time.

NOTE

- To cancel a delayed send job, press [Send Settings] → [Delayed Send] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- You can also cancel a delayed send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-44.)

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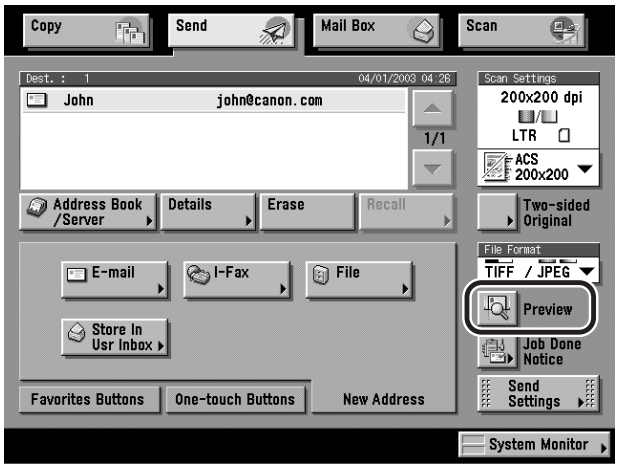
Previewing Originals

This feature enables you to preview the scanned data of your originals before sending it. You can verify the scanned data of your originals on the Preview screen.

NOTE

The default setting is Off.

1 Place your originals → specify the destination → press [Preview].



[Preview] is lit when it is on.

[Preview] is not lit when it is off.

The selected mode is set.

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NOTE

- For instructions on placing your original, see "Placing Originals," on p. 1-35.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-34.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- For instructions on specifying a destination by searching through the directory listings on a server on the network using LDAP (Lightweight Directory Access Protocol), see "Using a Server," on p. 2-38.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

2 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The Preview screen is displayed when scanning is complete.

NOTE

If the Preview key is not lit, the Preview display setting is turned off, and the Preview screen is not displayed. In this case, when scanning is complete, the scanned data is sent to the specified destination.

3 Press [◀] or [▶] to specify the page that you want to verify.

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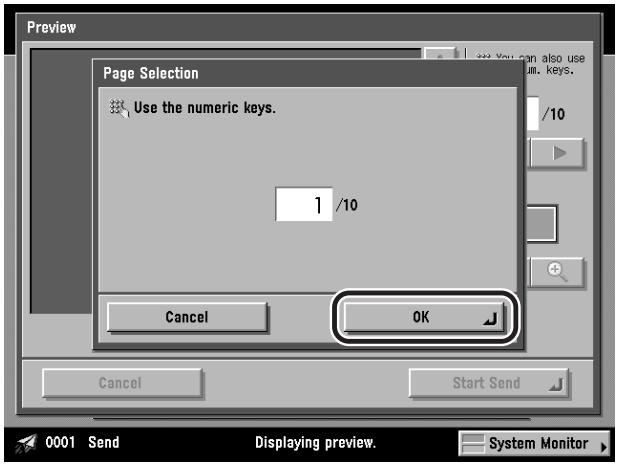
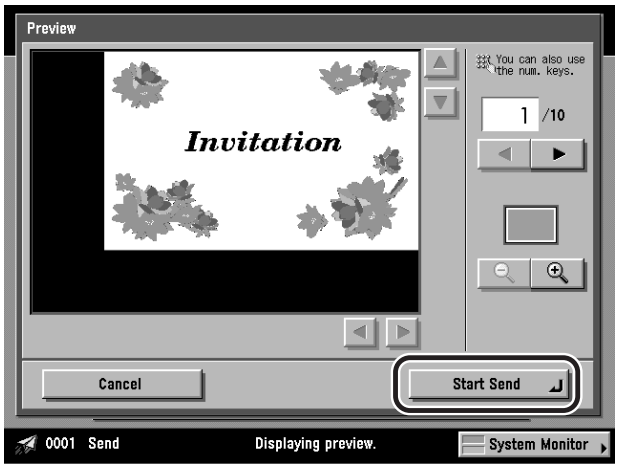
To preview a specific page number, enter the page number using ⓪ - ⑨ (numeric keys) → press [OK].



You can also press [◀] or [▶] to scroll through and preview the previous and next pages of your document.

The image of the selected page is displayed on the Preview screen.

4 Verify the images → press [Start Send].



You can press [ ] (reduce) or [ ] (enlarge) to zoom in or out.

You can press [◀], [▶], [▼], or [▲] to specify the area to display when you zoom in or out on the page.

When your image is enlarged or reduced, you can see the general location of which area you are previewing with ▭ (above the reduce and enlarge icons).

If you want to cancel the send job, press [Cancel].

The scanned data is sent to the specified destination.

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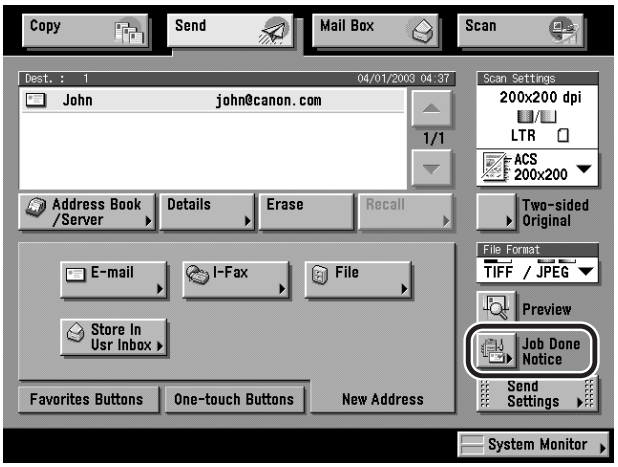
Job Done Notice

You can send a job done notice to a specified e-mail address to notify you when a send job is complete.

IMPORTANT

To send a job done notice, you need to store e-mail addresses in the Address Book beforehand. (See "Storing New Addresses," on p. 9-5.)

1 Place your originals → specify the destination → press [Job Done Notice].



NOTE

- For instructions on placing your original, see "Placing Originals," on p. 1-35.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-34.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-36.
- For instructions on specifying a destination by searching through the directory listings on a server on the network using LDAP (Lightweight Directory Access Protocol), see "Using a Server," on p. 2-38.
- You can also set the scan mode for your documents. See "Selecting a Scan Mode," on p. 3-2.

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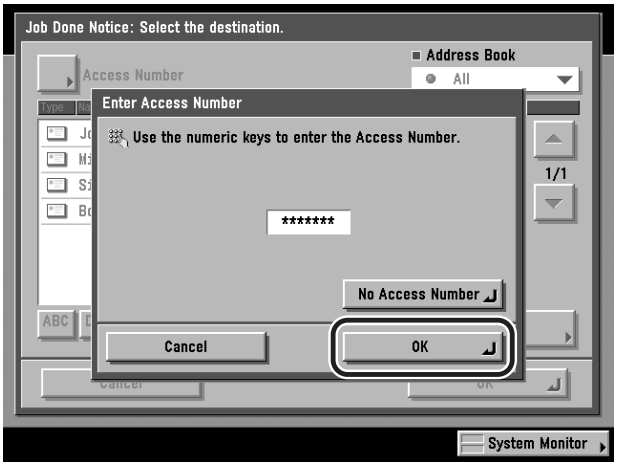
2 Select the destination where the job done notice is to be sent.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

  ❑ Enter the access number ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



  If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

  To cancel entering the Access Number, press [Cancel].

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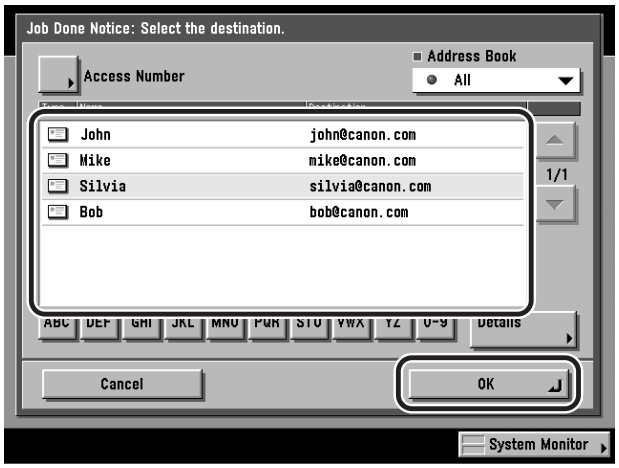
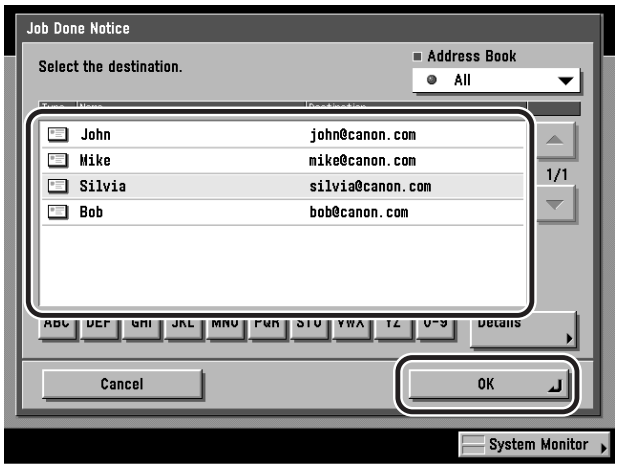
❑ Select the destination → press [OK].



● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination → press [OK].



If the desired e-mail address is not displayed, press [▼] or [▲] to scroll the desired e-mail address.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book.

The selected destination where the job done notice is to be sent is set, and the display returns to the Send Basic Features screen.

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NOTE

- You cannot select multiple destinations.
- To display [Access Number], set the Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected e-mail address, select the address again.
- To view the detailed information of a selected e-mail address, select the address → press [Details].

3 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

When the send job completes, a job done notice is sent to the specified e-mail address.

NOTE

- To cancel this setting, press [Job Done Notice] → [Cancel].
- If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)
- To cancel all settings and return the machine to the standard mode, press (Reset).

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Job Recall

You can recall the last three addresses, scan settings, and send settings which have been set, and then send your documents.

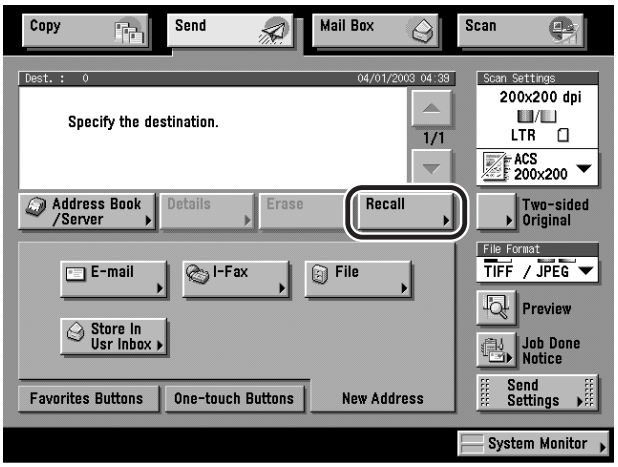
IMPORTANT

- The machine considers any one of the following operations a send job:
  - When settings, such as the destination, scan settings, and send settings, are specified, and the control panel power switch, (Energy Saver), (Start), or (Reset) is pressed
  - When the Auto Clear mode activates after the send settings are specified
- The Standard mode cannot be stored in memory.
- Identical send settings are stored only once in Recall memory.
- If Access Number Management is set to 'On', the Recall mode cannot be used.

NOTE

The three most recent settings that were stored in memory are not erased even when the power is turned OFF.

1 Place your originals → press [Recall].



NOTE

For instructions on placing your original, see "Placing Originals," on p. 1-35.

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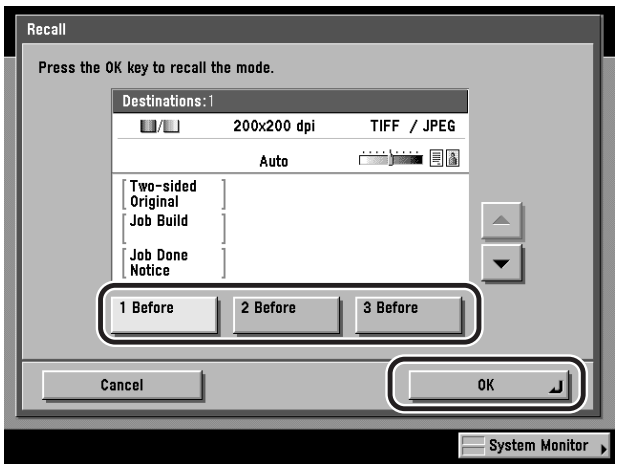
2 Select [1 Before], [2 Before], or [3 Before] → confirm the settings → press [OK].



The display returns to the Send Basic Features screen.

NOTE

- You can also check which send jobs are stored in memory other than the currently displayed send job by pressing [▼] or [▲].
- You can change the settings in a recalled send job.
- If there are multiple destinations stored in Recall memory, the order of the destinations shown in the list may not correspond to the order of their settings.

3 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

If the Preview key is lit, the Preview display setting is turned on, and you can verify the images from the Preview screen before sending your document. (See "Previewing Originals," on p. 5-34.)

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Receiving Documents

6
CHAPTER

This chapter describes the basic reception features. You can receive document transmissions automatically, forward received documents to a specified destination, or print a received document from memory.

Receiving Print, Fax, and I-Fax Documents 6-2
- Receiving Documents 6-3
- Setting the Memory Lock Mode 6-4
- Memory RX Inbox Settings 6-5
- Forwarding Received Documents 6-18
- Erasing Received Documents 6-19

Available Paper Sizes 6-23

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Receiving Print, Fax, and I-Fax Documents

■ Receiving Print Jobs

The machine receives and prints print jobs sent from a computer.

■ Receiving I-Fax and Fax Documents

The I-fax function is similar to e-mail. However, instead of sending and receiving messages over the Internet, I-fax enables you to send and receive scanned document images via the Internet.

You can set the machine to automatically forward received I-fax documents to specified destinations. For more information on specifying forwarding settings, see "Forwarding Settings," on p. 10-26.

NOTE

- If files (images) that are attached to received I-fax documents and are not compatible with this machine, the machine does not process (print, forward, or store) these files, but erases them instead. The names of the erased files and the message <Could not create image> are printed out with the text of the received I-fax.
- Sending by I-fax has the following limitations.
  - Size is fixed to LTR. This is because the sender does not know whether the machine at the destination can receive sizes other than LTR.
  - Resolution is fixed to 200 x 200 dpi. (200 x 100 dpi also can be selected optionally.)
  - Images can be sent only in monochrome. They are sent in TIFF-MH format.
- If you send by e-mail, the above-mentioned limitations do not apply. The image is sent as a file attached to the e-mail.
  - Sizes other than LTR can be selected.
  - The resolution can be selected.
  - Images can be sent in color also. Color images are sent in JPEG or PDF format, and monochrome images are sent in TIFF-MMR format.

■ Receiving Fax Documents (if the optional Super G3 FAX Board is installed)

If the optional Super G3 FAX Board is installed, you can also receive the documents by fax. You can automatically forward received fax documents to specified destinations. For more information on receiving the document by fax, see Chapter 6, "Receiving Documents," in the *Facsimile Guide*.

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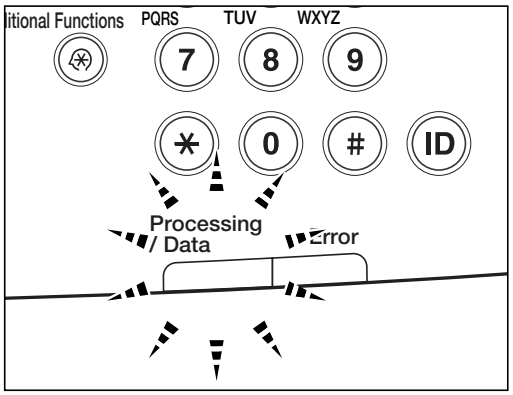
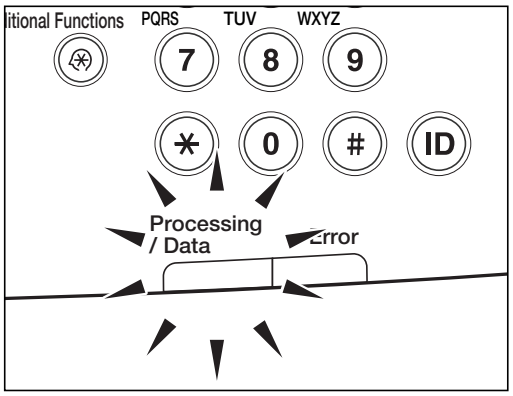
1 **When documents are being received, the Processing/Data indicator on the control panel flashes a green light.**



NOTE

During reception, the transaction number and information related to the sender are displayed on the touch panel display.

2 **When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.**



NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

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3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

NOTE

- If there is no paper on which the received documents can be printed, the received documents are stored in memory.
- The memory can hold a total of approximately 3,700 pages for sending and receiving documents.
- Documents stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

Setting the Memory Lock Mode

You can set to store the received I-fax documents in the Memory RX Inbox without being printed. After verifying the documents on the Memory RX Inbox screen, you can print or send them whenever necessary.

If you set Use I-Fax Memory Lock to 'On', you can turn I-Fax Memory Lock for documents sent to the Memory RX Inbox 'On' or 'Off' as necessary. If I-Fax Memory Lock is set to 'On', received documents are stored in the Memory RX Inbox instead of being printed. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

IMPORTANT

Documents cannot be received in memory in the following cases: (The actual numbers may be less than that given below, depending on the conditions under which the hard disk is used.)

- When a total of 1,000 documents or images have been stored in all the inboxes
- When a total of 3,700 pages of documents or images have been stored in all the inboxes

NOTE

To receive documents in memory, you must first set Use I-Fax Memory Lock to 'On'. (See "Storing Received I-Fax Documents in Memory," on p. 10-13.)

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Memory RX Inbox Settings

There may be occasions when you want the I-fax to store all incoming documents in memory until you are ready to print or send them. Locking the I-fax to receive and store all documents in memory is called Memory Lock.

After the memory lock is turned 'On', the I-fax will automatically enter and leave the Memory Lock mode at the times you specify. The documents received when the I-fax is in Memory Lock mode are stored in memory until you unlock the memory with a password and print or send them.

Follow the procedures that follow to define a memory lock password and set the times for the I-fax to enter and leave the Memory Lock mode.

Setting the Memory RX Inbox Password

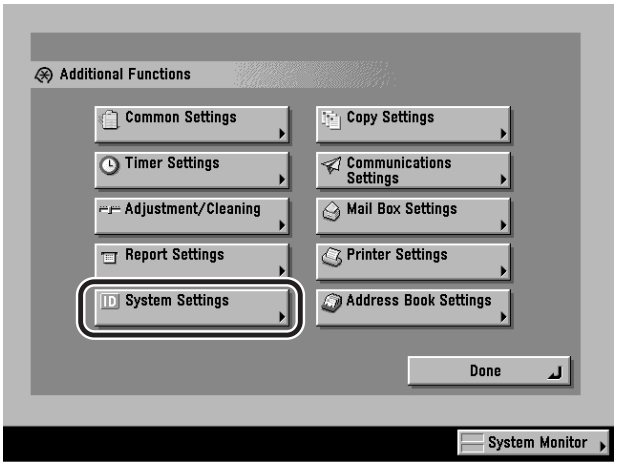
You can set the Memory RX (Receive) Inbox with a seven digit password and restrict its use to those users who know the password.

NOTE

You can enter up to seven digits for the password. If you enter fewer than seven digits, the machine stores the password with leading zeros.

- Example: If <321> is entered, <0000321> is stored.

1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

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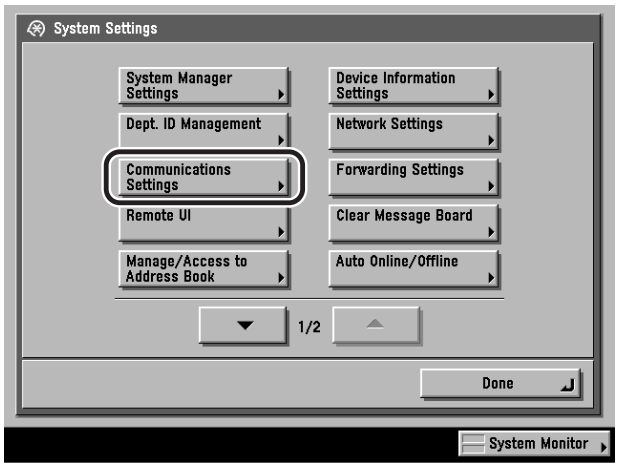
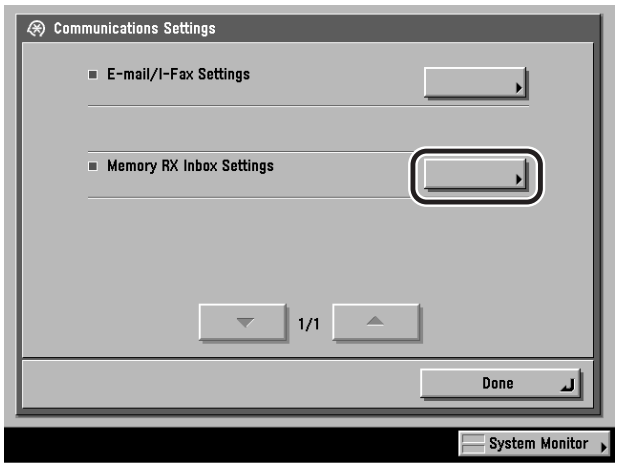
2 Press [Communications Settings].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Memory RX Inbox Settings].



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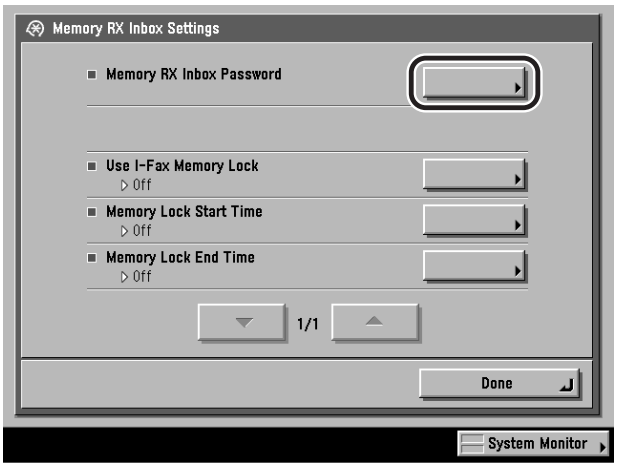
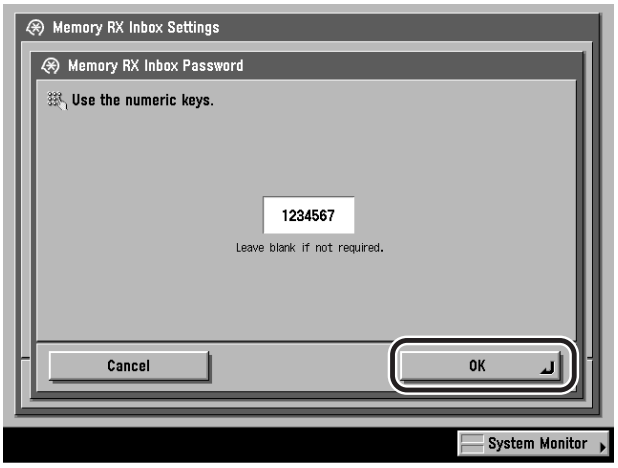
4 Press [Memory RX Inbox Password].



5 Enter the desired password using ⓪ - ⑨ (numeric keys) → press [OK].



If you do not want to set the Memory RX Inbox with a password, do not enter any number.

You cannot store a password with only zeros as the number, such as <0000000>.

The selected mode is set.

NOTE

If you make a mistake when entering the password, press Ⓒ (Clear) to clear your entry.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

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Storing Received I-Fax Documents in Memory

You can set the machine to store documents received by I-fax into memory without printing them. This is referred to as Memory Lock. You can later check the received documents in the Memory RX Inbox and print or send them.

NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

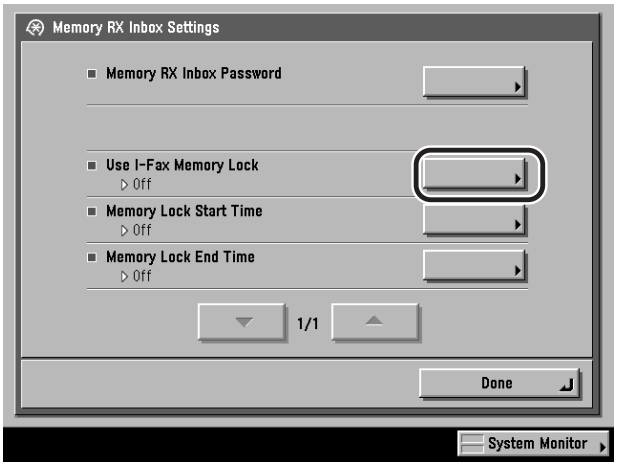
If necessary, see the screen shots in steps 1 and 2 of "Setting the Memory RX Inbox Password," on p. 6-5.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Memory RX Inbox Settings] → [Use I-Fax Memory Lock].



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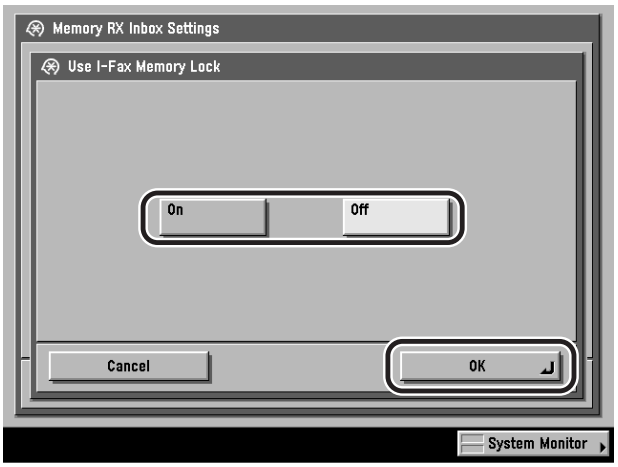
3 Select [On] or [Off] → press [OK].



The selected mode is set.

IMPORTANT

If the message <I-Fax Memory RX is on.> does not appear, set the I-Fax Memory Lock setting on the Memory RX Inbox screen to 'On'. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Memory Lock Start Time Settings

You can set Memory Lock to start automatically at a specified time.

NOTE

The default setting is 'Off'.

---

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "Setting the Memory RX Inbox Password," on p. 6-5.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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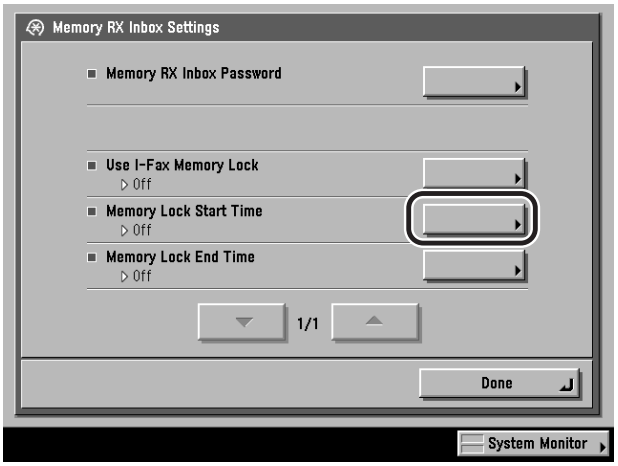
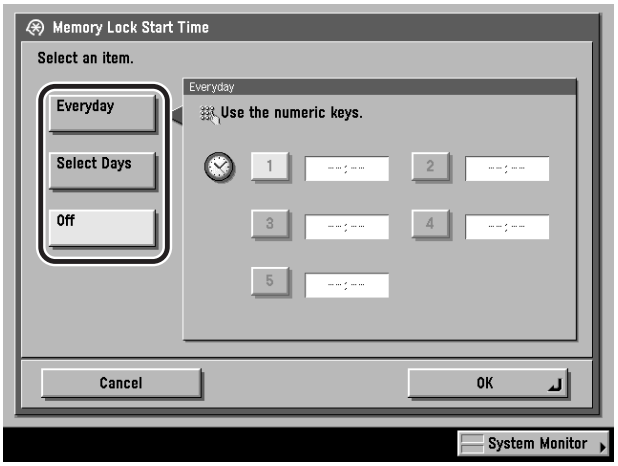
2 Press [Memory RX Inbox Settings] → [Memory Lock Start Time].



3 Select [Everyday], [Select Days], or [Off].



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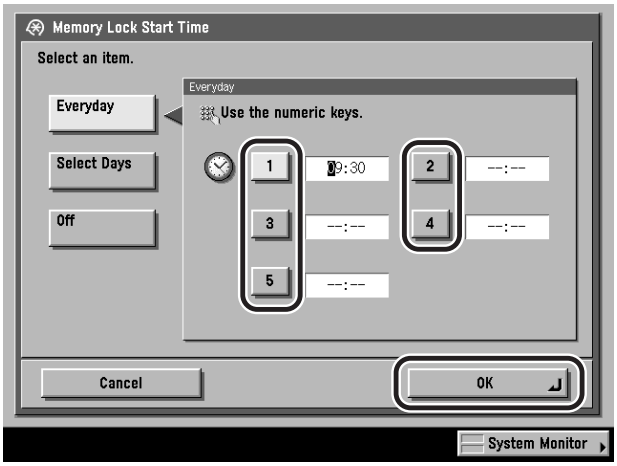
● If you select [Everyday]:

❑ Select a number ([1] to [5]) → enter the start time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

NOTE

If you make a mistake when entering the time, you can press Ⓒ (Clear) to clear your entry.

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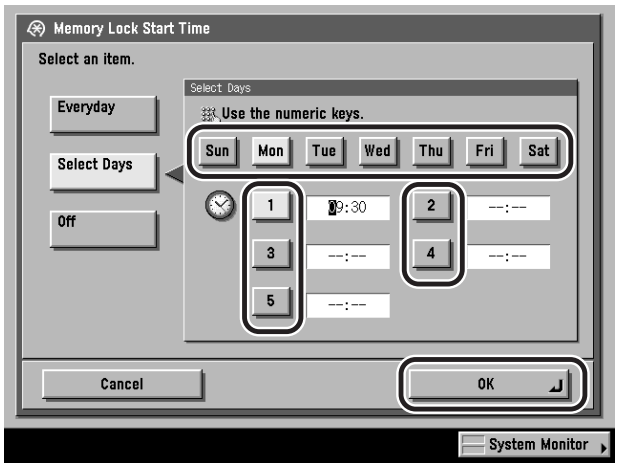
● **If you select [Select Days]:**

❑ Select a day ([Sun] to [Sat]) → select a number ([1] to [5]).

❑ Enter the start time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

NOTE

If you make a mistake when entering the time, you can press Ⓒ (Clear) to clear your entry.

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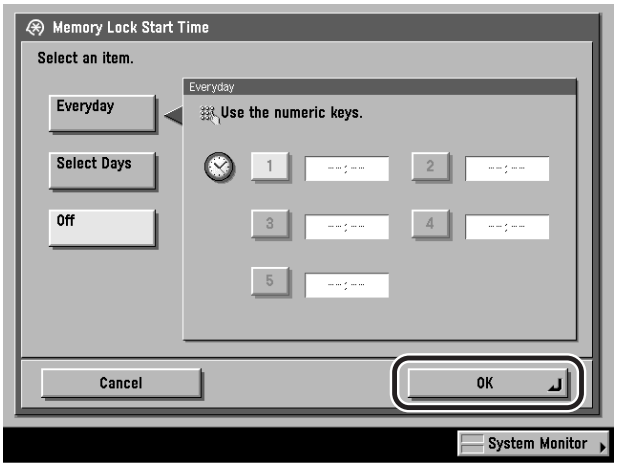
● **If you select [Off]:**

❑ Press [OK].



If you select [Off], Memory Lock is not automatically turned 'On' at a specified time. You can turn Memory Lock 'On' or 'Off' manually using the I-Fax Memory Lock setting on the Memory RX Inbox screen. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

The selected mode is set.

NOTE

You can select [Everyday] for Memory Lock Start Time, and [Select Days] for Memory Lock End Time, and vice versa.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Memory Lock End Time Settings

You can set Memory Lock to end automatically at a specified time.

NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

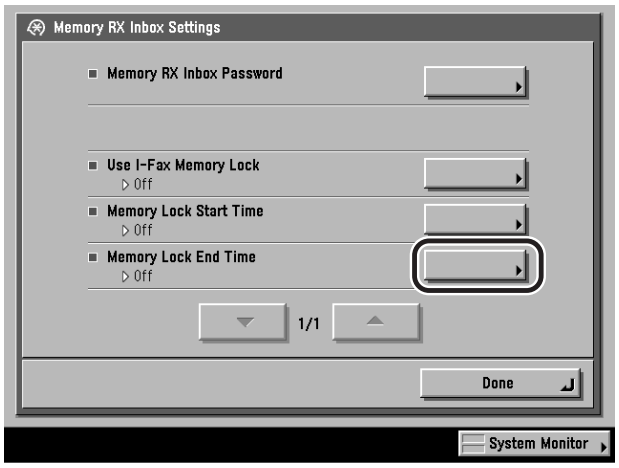
If necessary, see the screen shots in steps 1 and 2 of "Setting the Memory RX Inbox Password," on p. 6-5.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Memory RX Inbox Settings] → [Memory Lock End Time].



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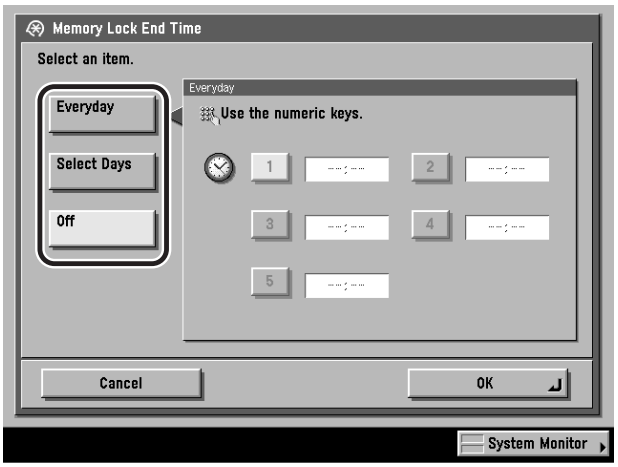
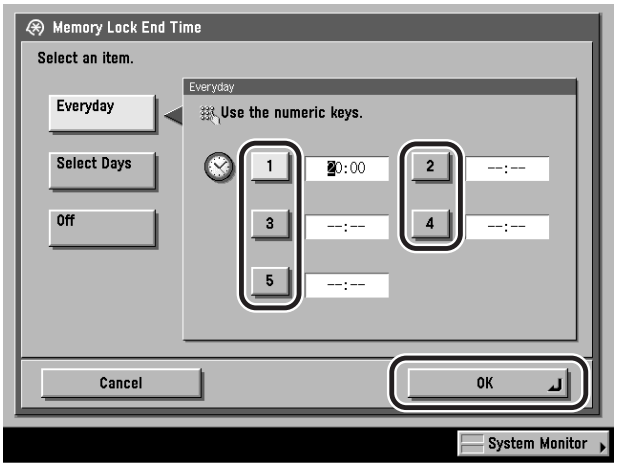
3 Select [Everyday], [Select Days], or [Off].



● **If you select [Everyday]:**

❑ Select a number ([1] to [5]) → enter the end time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different end times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

NOTE

If you make a mistake when entering the time, you can press Ⓒ (Clear) to clear your entry.

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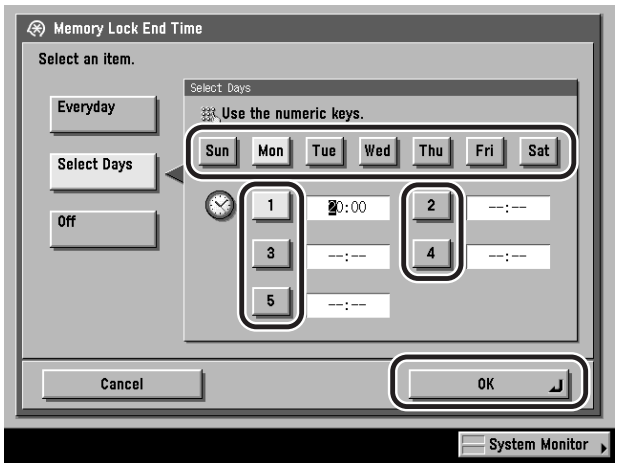
● **If you select [Select Days]:**

❑ Select a day ([Sun] to [Sat]) → select a number ([1] to [5]).

❑ Enter the end time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different end times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

NOTE

If you make a mistake when entering the time, you can press Ⓒ (Clear) to clear your entry.

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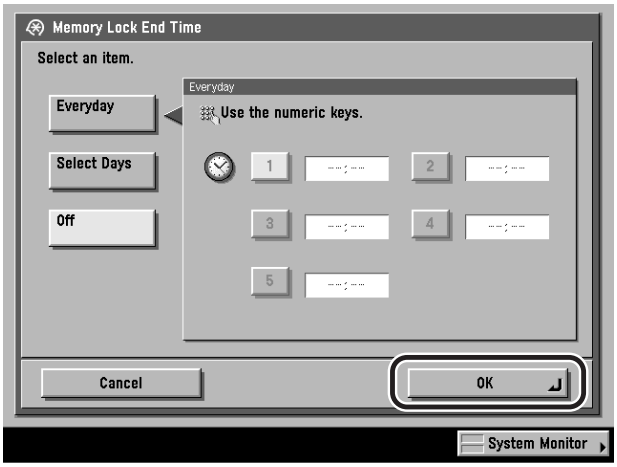
● **If you select [Off]:**

❑ Press [OK].



If you select [Off], Memory Lock is not automatically turned 'Off' at a specified time. You can turn Memory Lock 'On' or 'Off' manually using the I-Fax Memory Lock setting on the Memory RX Inbox screen. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

The selected mode is set.

NOTE

You can select [Everyday] for Memory Lock Start Time, and [Select Days] for Memory Lock End Time, and vice versa.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Forwarding Received Documents

If you receive an I-fax document, and it conforms to the specified forwarding conditions, the document is automatically forwarded to the specified destination. You can register the forwarding conditions and destinations in Forwarding Settings in System Setting (from the Additional Functions screen). (See "Forwarding Settings," on p. 10-26.)

NOTE

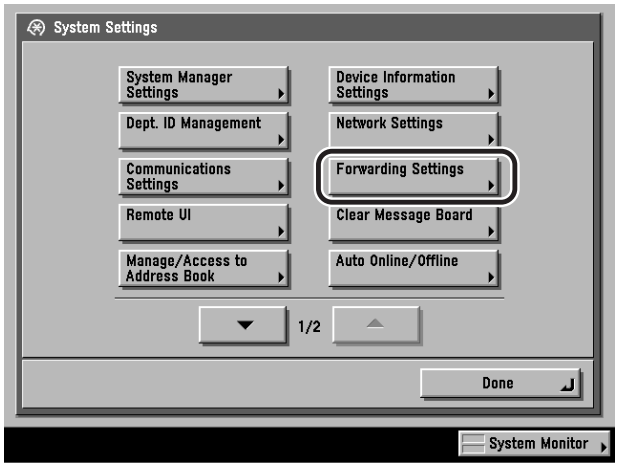
To be able to forward received documents, you must first set Validate/Invalidate to 'On' in Forwarding Settings in System Settings (from the Additional Functions screen). (See "Forwarding Settings," on p. 10-26.)

1 Press (Additional Functions) → [System Settings].

If necessary, see the screen shot in step 1 of "Setting the Memory RX Inbox Password," on p. 6-5.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

2 Press [Forwarding Settings].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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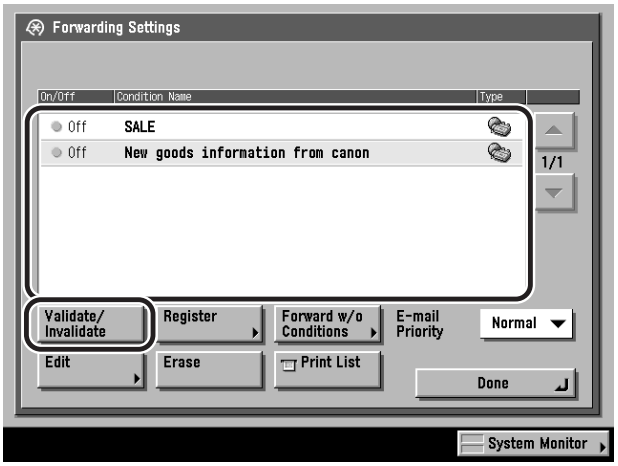
3 Select the desired forwarding setting → press [Validate/Invalidate].



[Validate]: The received document is forwarded to the specified destination if it matches the forwarding conditions.

[Invalidate]: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

To cancel forwarding, press [Validate/Invalidate] again.

The selected forwarding setting is enabled.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Erasing Received Documents

You can erase any received document stored in the Memory RX Inboxes or the Confidential Fax Inboxes when the memory is full.

NOTE

The memory is full when either of the following is true: (The actual numbers may be less than that given below, depending on the conditions under which the hard disk is used.)

- When a total of 1,000 documents or images have been stored in all the inboxes
- When a total of 3,700 pages of documents or images have been stored in all the inboxes

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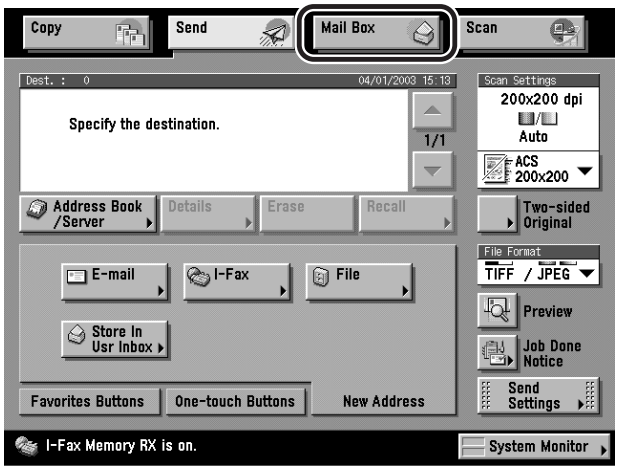
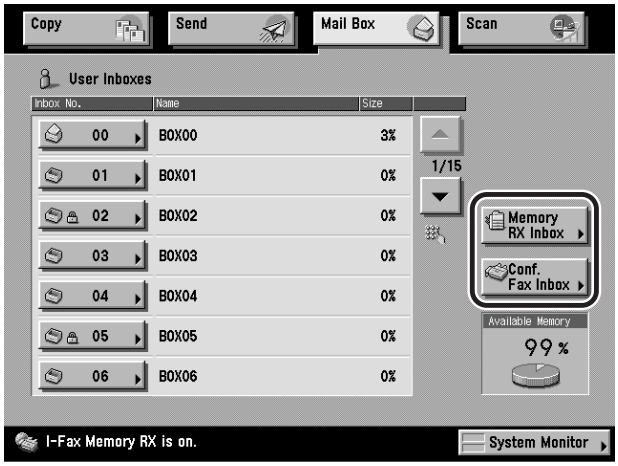
1 Press [Mail Box].



2 Select [Memory RX Inbox] or [Conf. Fax Inbox].



[Memory RX Inbox]: To select a received document that has been stored in the Memory RX Inbox.

[Conf. Fax Inbox]: To select a received document that has been forwarded to the Confidential Fax Inbox.

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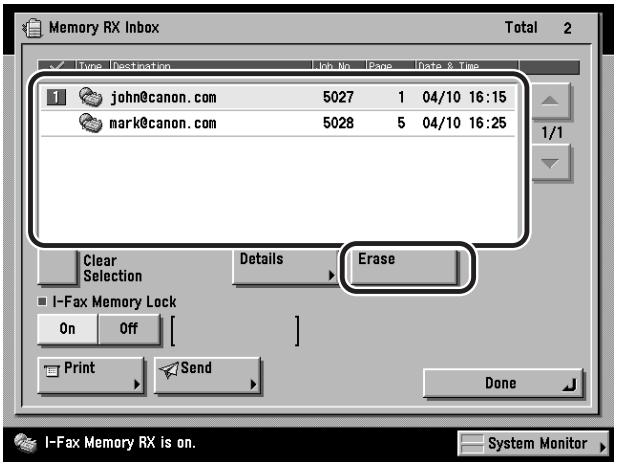
3 Select the desired inbox → select the document that you want to erase → press [Erase].



In the example above, [Memory RX Inbox] in Memory RX Inbox is selected.

Memory RX Inbox contains only one inbox.

If the desired inbox is not displayed, press [▼] or [▲] to scroll to the desired inbox.

If you enter the User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a 2-digit number → press [OK].

If you make a mistake when entering the User Inbox number, press Ⓒ (Clear) → enter the correct number.

If the selected inbox is set with a password, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

If there are more than seven stored documents, press [▼] or [▲] to display the other documents.

You can only select one document to erase at a time.

NOTE

- You can cancel a selection by pressing the document again.
- If a document is stored in an inbox, that inbox is displayed with the icon.
- If an inbox is set with a password, a locked mark ( ) is displayed next to the icon of that inbox.
- If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.

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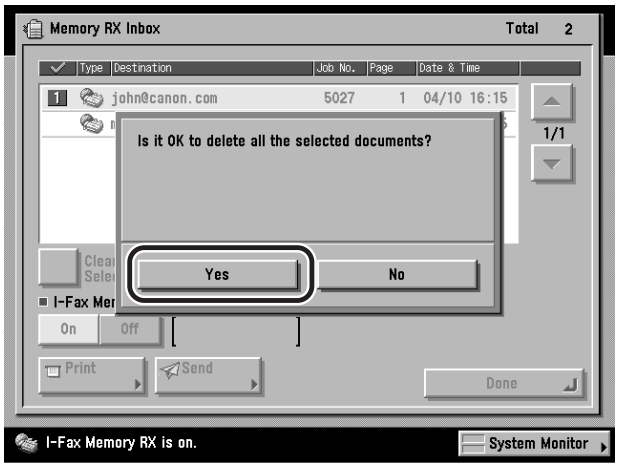
4 Press [Yes].



To cancel erasing the selected document, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The selected document is erased.

5 Press [Done].

The display returns to the Inbox Selection screen.

6 Press [Send].

The display returns to the Send Basic Features screen.

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Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If paper of the correct size is not available, the machine automatically selects a different paper size in the following order. The paper size is automatically selected in the same order, even if paper runs out during printing.

■ Available Paper Sizes for Received Documents

11" x 17" originals	11" x 17" → LGL* → STMT x 2
LGL originals	LGL → LTR x 2 → STMT x 2 → 11" x 17"
LTR originals	LTR → LGL → STMT x 2 → 11" x 17"
STMT originals	STMT → LTR → LGL → 11" x 17"

*Received documents are automatically reduced before being printed on the paper size indicated.

IMPORTANT

Received documents can be printed on the following paper sizes and paper types:
Paper Sizes: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR
Paper Types: plain, recycled, or color

NOTE

- You can specify each paper drawer for the I-fax function. The default setting is 'On', except for the stack bypass. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- You can set the machine to reduce received documents to 75%, 90%, 95%, or 97% if the document is larger than any of the available paper sizes. (See "Reducing a Received Document," on p. 8-42.)
- You can change the order of paper selection. (See "Paper Drawer Selection," on p. 8-39.)
- You can set the machine to print received documents on both sides of the paper. (See "Two-Sided Printing," on p. 8-37.)
- Received documents are output face down, in the order in which the pages are received.

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Checking/Changing the Send/Receive Status

7
CHAPTER

This chapter describes how you can check/change the status of send and receive jobs.

Checking/Changing the Status of Send Jobs 7-2
- Checking Send Job Details 7-2
- Changing the Destination 7-7
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Checking/Changing the Status of Send Jobs

This section describes how to check/change the status of send jobs. For more information, see Chapter 5, "Checking Job and Device Status," in the *Reference Guide*.

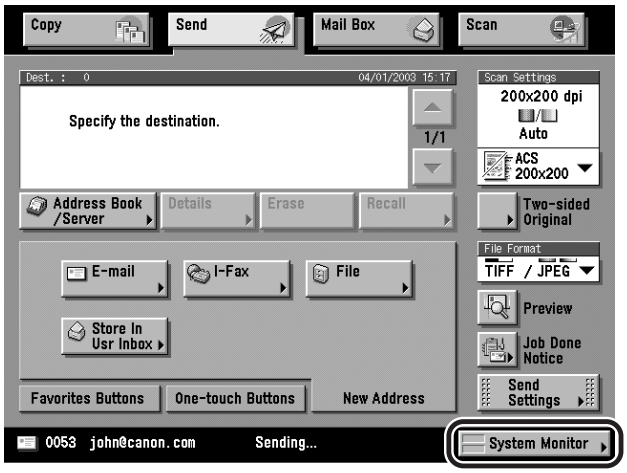
NOTE

- If the optional Super G3 FAX Board is installed, fax jobs can also be checked/changed in the same way. (See Chapter 8, "Checking/Changing the Send/Receive Status," in the *Facsimile Guide*.)
- The maximum number of jobs that are displayed are:
  - Job status screen: 120 jobs
  - Job log screen: 100 jobs

Checking Send Job Details

You can check detailed information on any send job, such as the destination and the date and time the job was specified.

1 Press [System Monitor].



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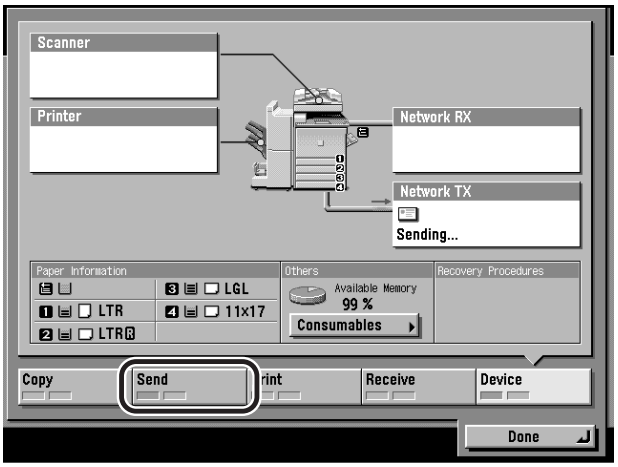
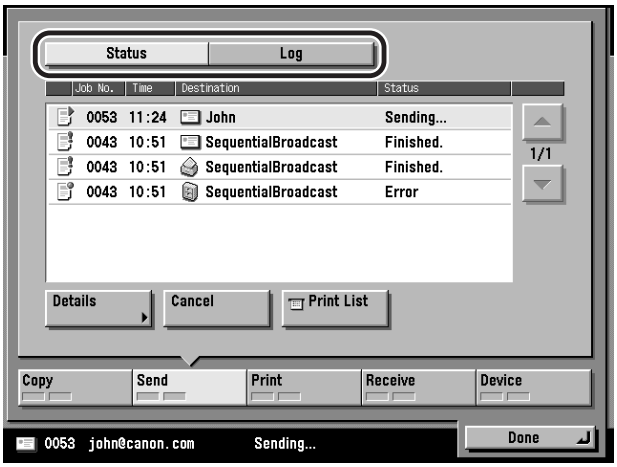
2 Press [Send].



3 Select [Status] or [Log].



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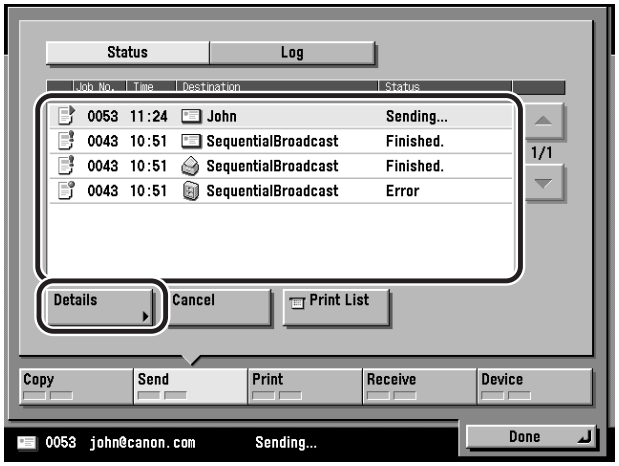
4 Select a job whose detailed information you want to check → press [Details].



If the job that you want to select is not displayed, press [▼] or [▲]to scroll to the job.

NOTE

- If Erase Failed TX in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) is set to 'Off' when multiple destinations are selected for a send job, <Finished.> is displayed for those destinations to which the job was sent successfully, and <Error> is displayed for those destinations that had transmission errors. When multiple destinations are simultaneously specified for a send job, and you select and cancel the transmission to any one of those destinations, or the retransmission of an error job or an interrupted job is completed successfully, information on all of those simultaneously specified destinations is displayed in the log.
- To access the Erase Failed TX setting, press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → [Erase Failed TX].
- If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for result...> on the Status screen until the time set for Full Mode TX Timeout in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <->.

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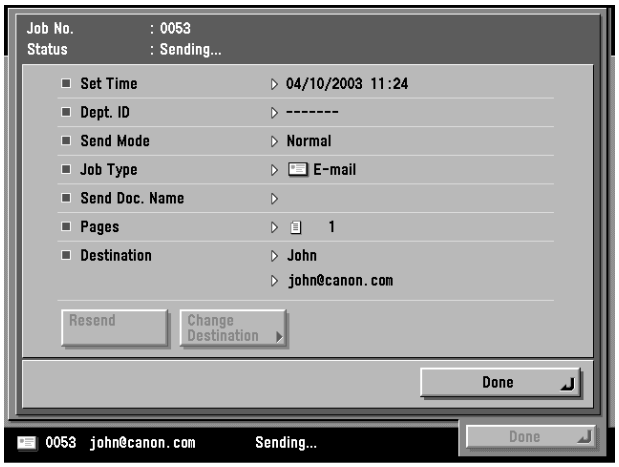
● If you select a job with only one destination in [Status]:

❑ Check the details.



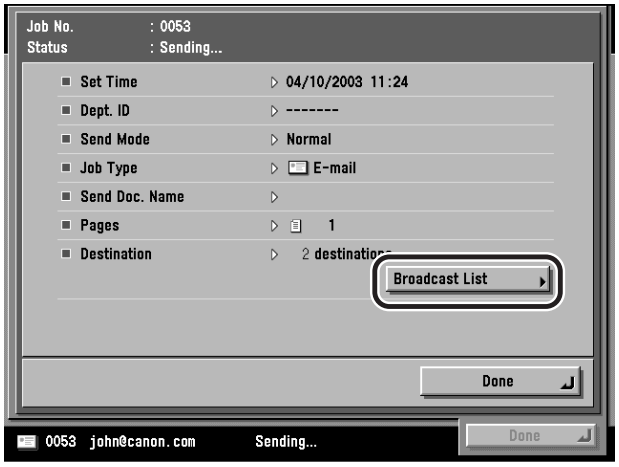
To change the destination, press [Change Destination]. (See "Changing the Destination," on p. 7-7.)

To resend the job, press [Resend]. (See "Resending a Job," on p. 7-11.)

● If you select a job with multiple destinations in [Status]:

❑ Check the details.

❑ Press [Broadcast List].



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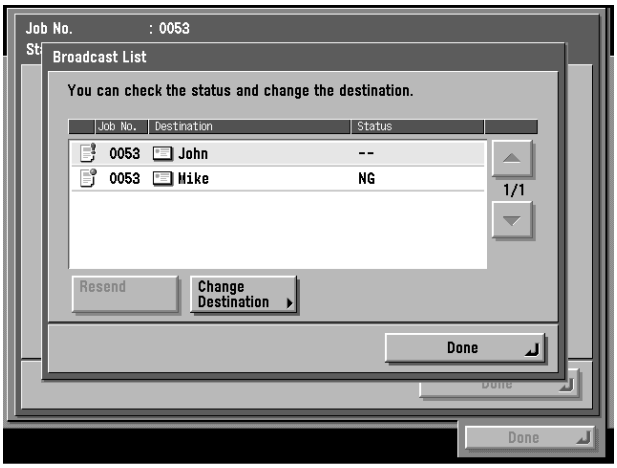
❑ Check the status for each destination.



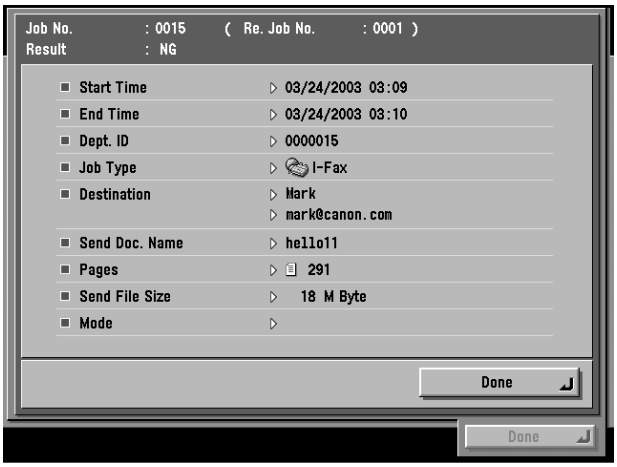
To change the destination, press [Change Destination]. (See "Changing the Destination," on p. 7-7.)

To resend the job, press [Resend]. (See "Resending a Job," on p. 7-11.)

If the destination that you want to check is not displayed, press [▼] or [▲] to scroll to the destination.

● **If you select a job in [Log]:**

❑ Check the details.



5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Changing the Destination

You can change the destination of a send job from the System Monitor screen.

IMPORTANT

- You can only change the destination for send jobs that have been canceled due to a transmission error or jobs that have been set with the Delayed Send mode and are still waiting in the send queue.
- To be able to change the destination for send jobs that have been canceled due to a transmission error, you must first set Erase Failed TX in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) to 'Off'. (See "Automatic Document Deletion," on p. 8-4.)
- You cannot change more than one destination at the same time. You also cannot change the destination of a whole group at once.
- You cannot change the destination of a send job if another job with the same job number is being sent or is waiting in the send queue. This restriction does not apply to Delayed Send jobs.
- If the total number of destinations, including the destinations specified by the Address Book and one-touch buttons that have been changed, and new destinations or destinations specified by a server, has reached 64, you can no longer change the destinations that have been specified by the Address Book or one-touch buttons.

NOTE

- You cannot change the destination type. For example, you cannot change the destination of a job from an e-mail address to an I-Fax address.
- If a job is specified to be stored in a User Inbox, you cannot change the inbox in which to store the job.

1 Press [System Monitor] → [Send].

If necessary, see the screen shots in steps 1 and 2 of "Checking Send Job Details," on p. 7-2.

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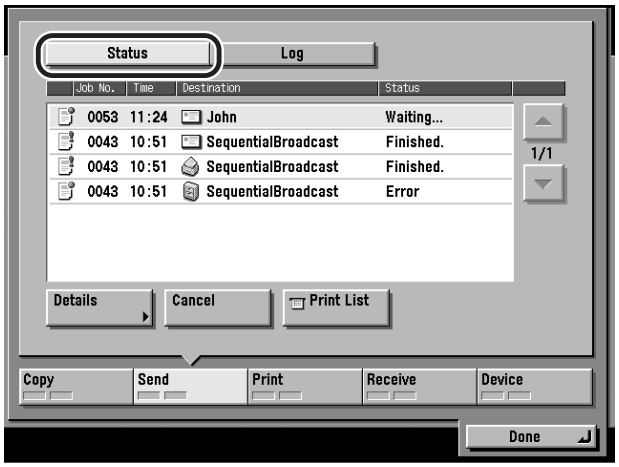
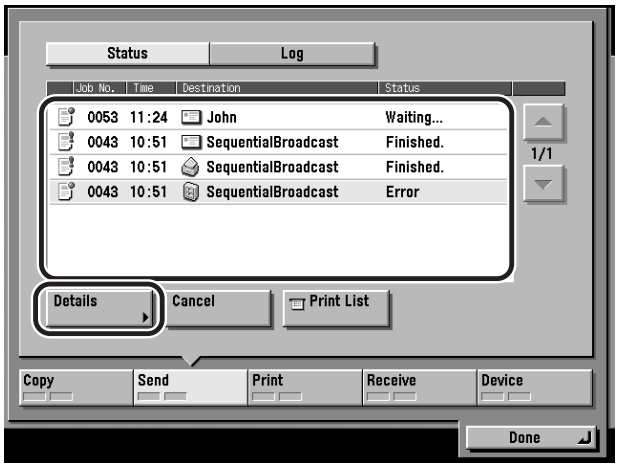
2 Press [Status].



3 Select the job whose destination you want to change → press [Details].



If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

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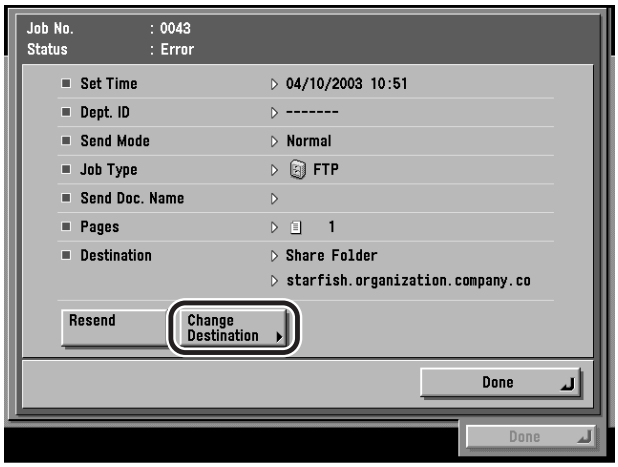
4 Select the destination that you want to change.

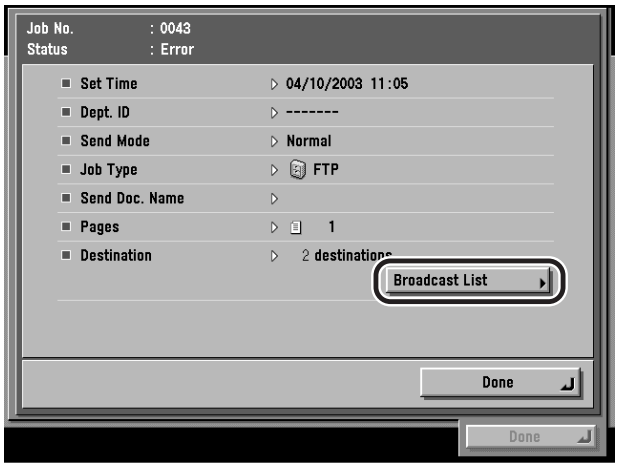
● If there is only one destination:

❑ Press [Change Destination].



● If there are multiple destinations:

❑ Press [Broadcast List].



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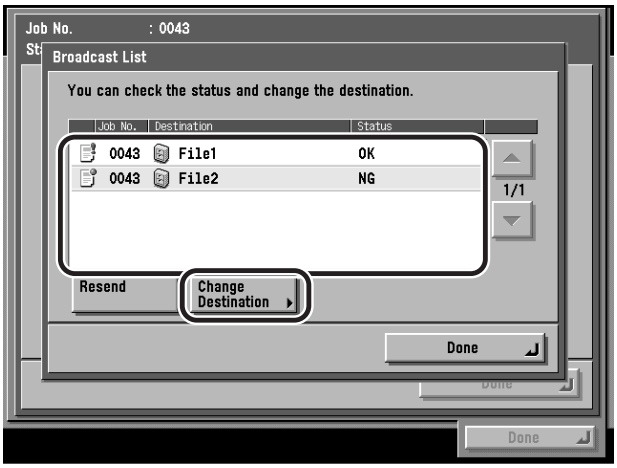
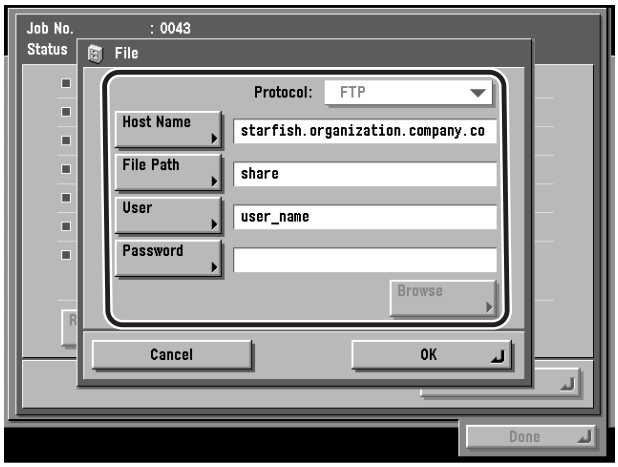
❑ Select the destination that you want to change → press [Change Destination].



If the destination that you want to select is not displayed, press [▼] or [▲] to scroll to the destination.

5 Change the destination.



The types of destinations and the settings that you can change are:

- E-mail: E-mail Address
- I-Fax: I-Fax Address, Mode, Send Via Server (On/Off)
- File: Host Name, File Path, User, Password

NOTE

If the optional Super G3 FAX Board is installed, you can also change fax numbers.

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6 Press [OK].

The job is sent to the specified destination.

7 Press [Done] repeatedly until the Send Basic Features screen appears.

Resending a Job

You can resend jobs that are canceled due to transmission errors.

IMPORTANT

To be able to resend jobs that have been canceled due to a transmission error, you must first set Erase Failed TX in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) to 'Off'. (See "Automatic Document Deletion," on p. 8-4.)

1 Press [System Monitor] → [Send].

If necessary, see the screen shots in steps 1 and 2 of "Checking Send Job Details," on p. 7-2.

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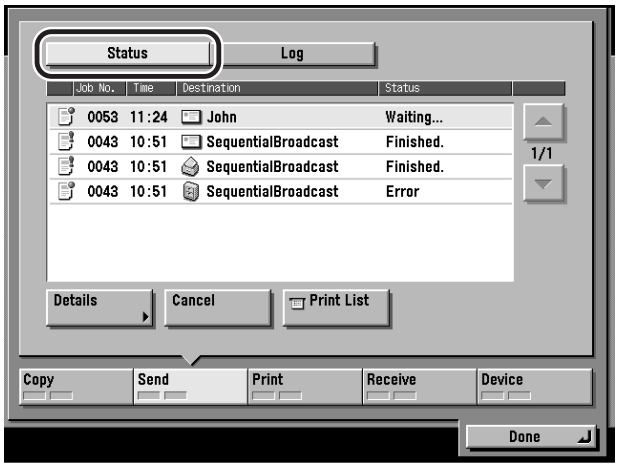
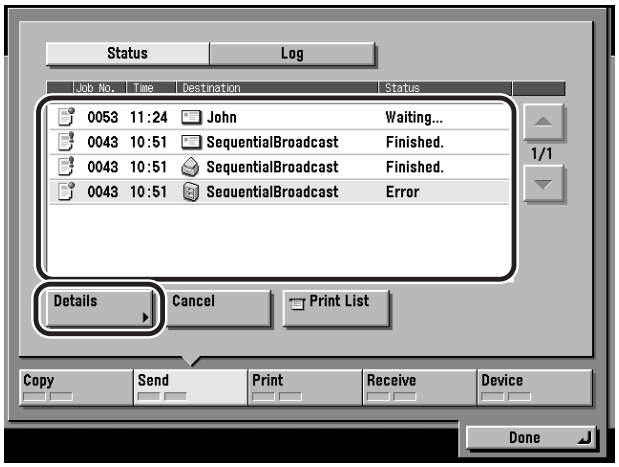
2 Press [Status].



3 Select the job that you want to resend → press [Details].



If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

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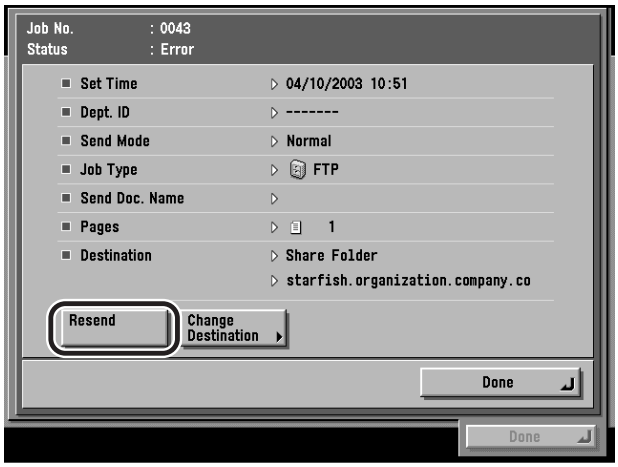
4 Select the destination to resend the job to.

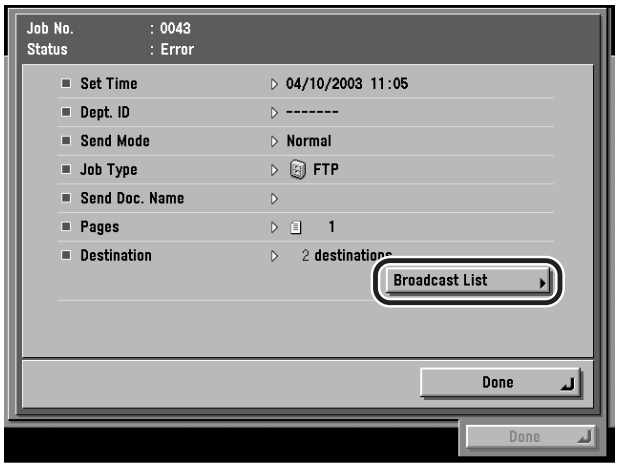
● **If there is only one destination:**

❑ Press [Resend].



● **If there are multiple destinations for same sending method:**

❑ Press [Broadcast List].



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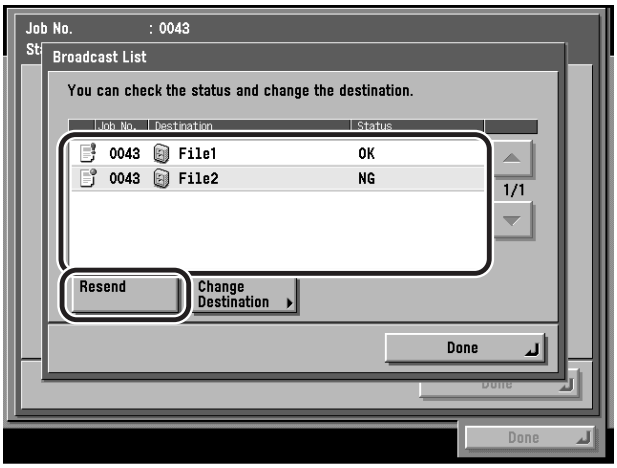
❑ Select the destination to resend the job to → press [Resend].



If the destination that you want to select is not displayed, press [▼] or [▲] to scroll to the destination.

The job is sent to the specified destination.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing the Send Job Status/Log

1 Press [System Monitor] → [Send].

If necessary, see the screen shots in steps 1 and 2 of "Checking Send Job Details," on p. 7-2.

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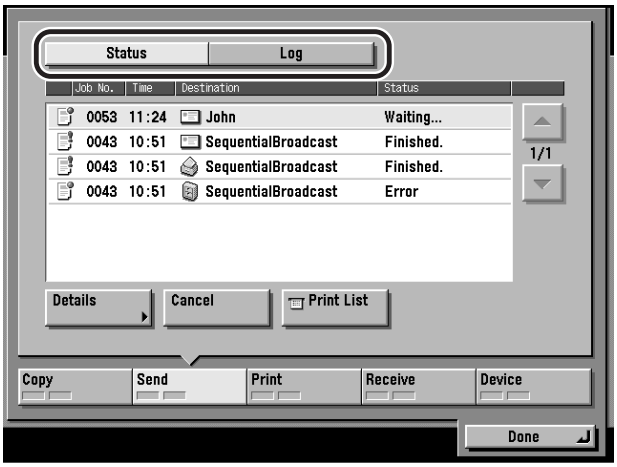
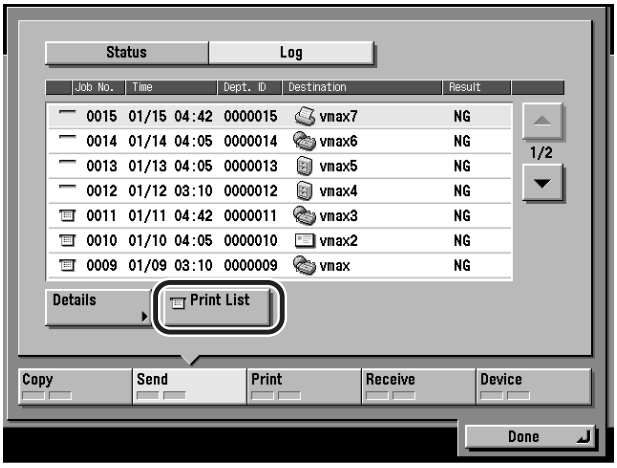
2 Select [Status] or [Log].



[Status]: Press this key if you want to print the send job list (TX Reserve List).

[Log]: Press this key if you want to print the send job log (Activity Report).

3 Press [Print List].



NOTE

- The icons that are displayed on the left side of the list are explained below:
  - : A job for which an Activity Report has already been printed.
  - : A job for which an Activity Report has not yet been printed.
- The send job status/log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

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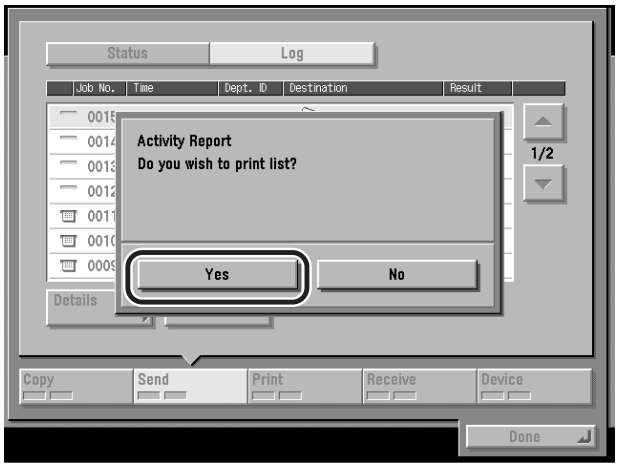
4 Press [Yes].



To cancel printing, press [No].

If you selected [Status], the TX Reserve List is printed. If you selected [Log], the Activity Report (TX) is printed.

5 Press [Done].

The display returns to the Send Basic Features screen.

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Checking/Changing the Status of Receive Jobs

You can check the contents of received documents stored in memory as well as the status of forwarding jobs and documents received through I-fax.

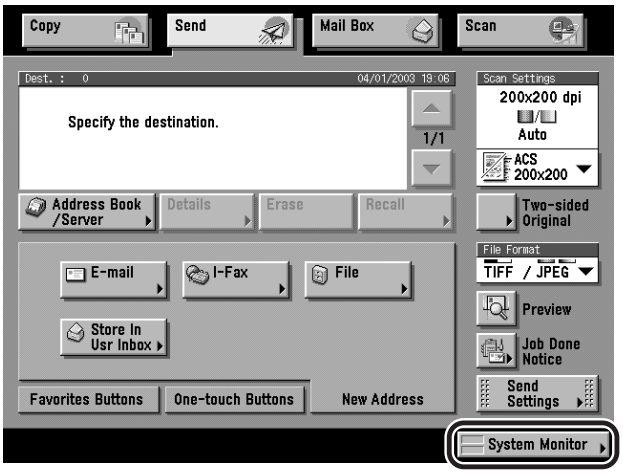
NOTE

The receive job log (Activity Report (RX)) screen displays up to a maximum of 100 jobs.

Checking Receive Job Details

You can check detailed information on any received job, such as the destination and the date and time the job was received.

1 Press [System Monitor].



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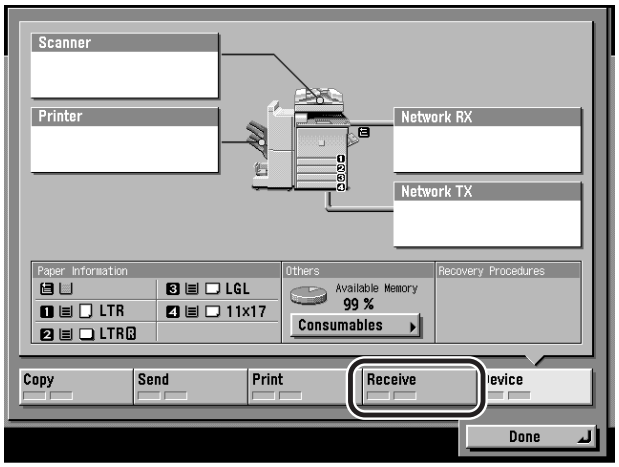
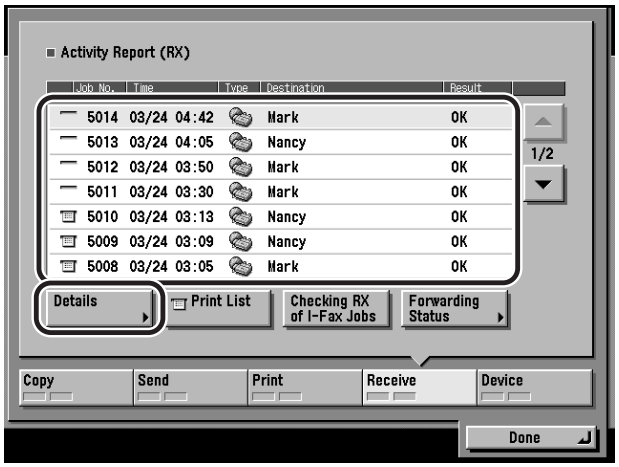
2 Press [Receive].



3 Select a job whose detailed information you want to check → press [Details].



If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

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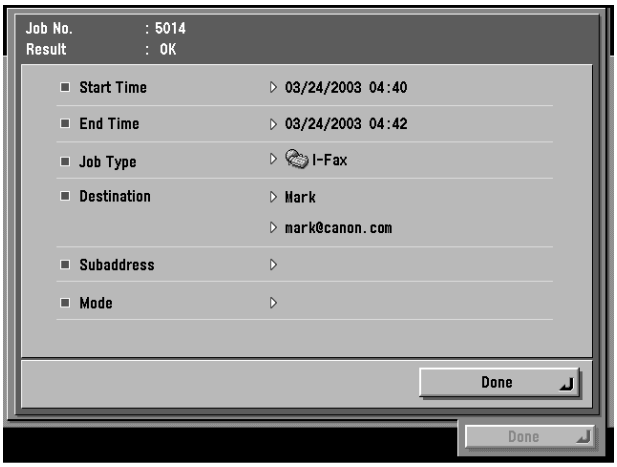
4 **Check the details of the selected job.**



5 **Press [Done] repeatedly until the Send Basic Features screen appears.**

Printing the Receive Job Log

You can print the receive job log (Activity Report (RX)).

1 **Press [System Monitor] → [Receive].**

If necessary, see the screen shots in steps 1 and 2 of "Checking Receive Job Details," on p. 7-17.

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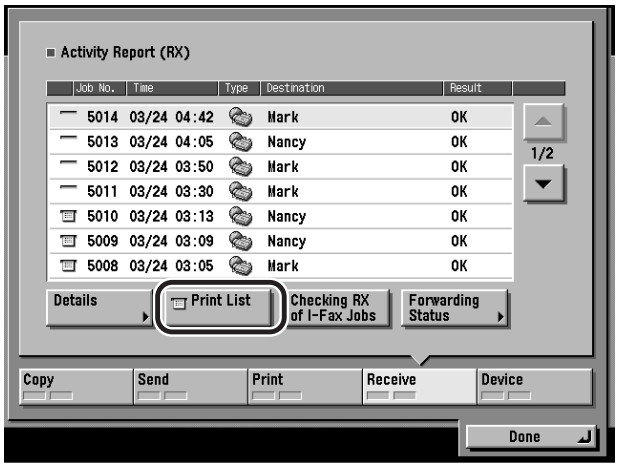
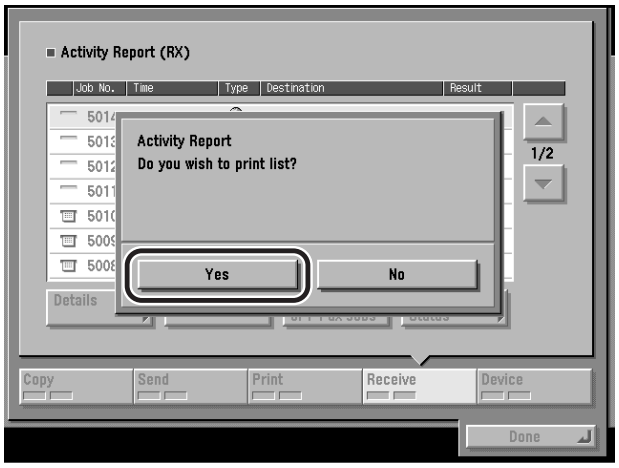
2 Press [Print List].



NOTE

- The icons that are displayed on the left side of the list are explained below:
  - : A job for which an Activity Report has already been printed.
  - : A job for which an Activity Report has not yet been printed.
- The receive job log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper only) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

3 Press [Yes].



To cancel printing, press [No].

The Activity Report (RX) is printed.

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4 Press [Done].

The display returns to the Send Basic Features screen.

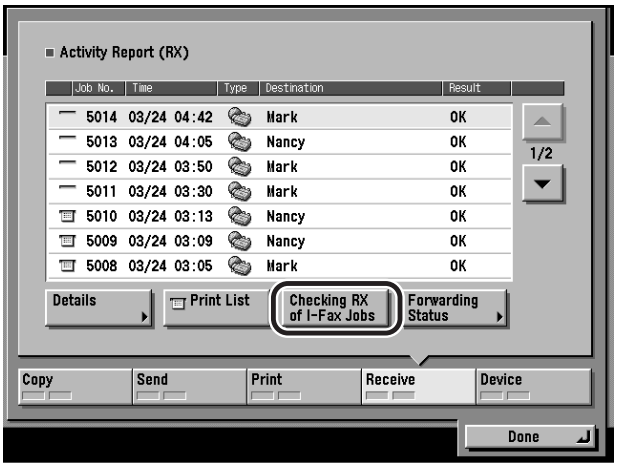
Checking the Arrival of an I-Fax

The machine regularly checks for the arrival of an I-fax. However, you can check for the arrival of an I-fax at any time by performing the procedure below.

1 Press [System Monitor] → [Receive].

If necessary, see the screen shots in steps 1 and 2 of "Checking Receive Job Details," on p. 7-17.

2 Press [Checking RX of I-Fax Jobs].



The screen below is displayed while the machine is checking for the arrival of an I-fax.

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NOTE

To be able to use [Checking RX of I-Fax Jobs], you must first set the POP setting in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) to 'On' so that you can receive documents using POP. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

3 Press [Done].

The display returns to the Send Basic Features screen.

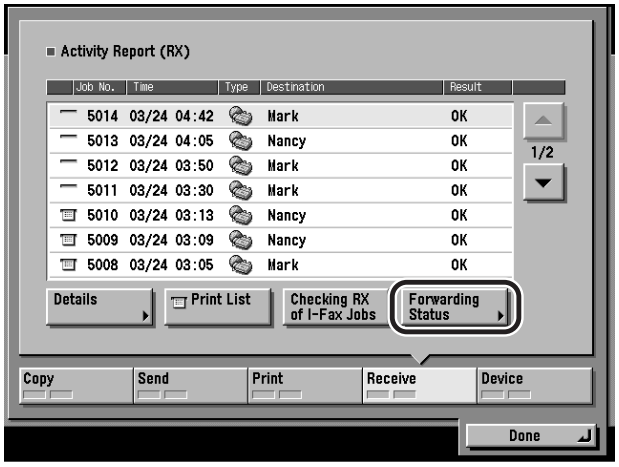
Checking the Status of Jobs That Have Been Forwarded

You can check the details of jobs that have been forwarded, depending on the forwarding settings.

1 Press [System Monitor] → [Receive].

If necessary, see the screen shots in steps 1 and 2 of "Checking Receive Job Details," on p. 7-17.

2 Press [Forwarding Status].



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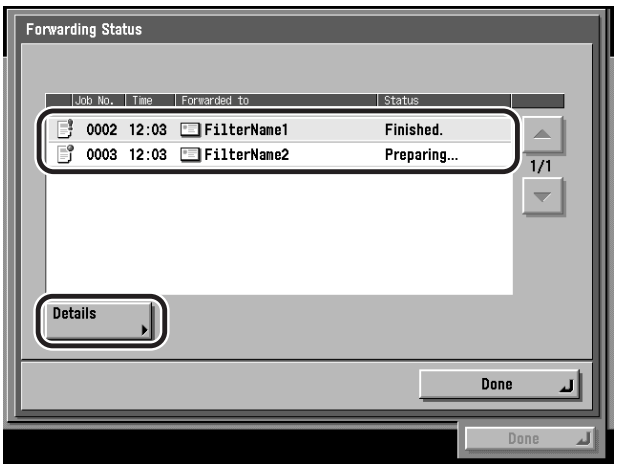
3 Select a job whose detailed information you want to check → press [Details].

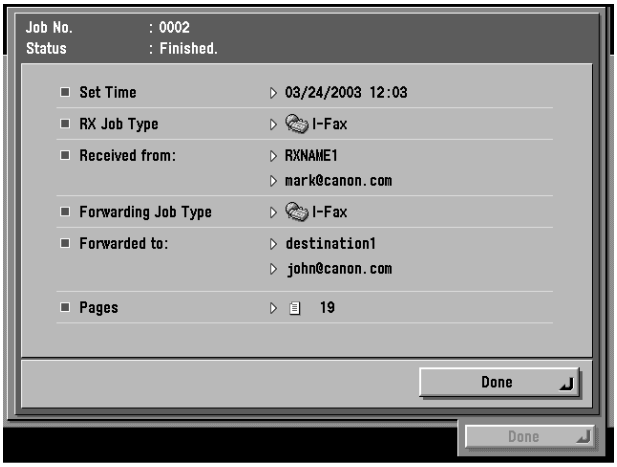


If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

NOTE

If 120 send jobs have accumulated on the job status screen, jobs that are waiting to be forwarded are displayed on the Forwarding Status screen.

4 Check the details of the selected job.



5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Customizing Communications Settings

8
CHAPTER

This chapter describes how to store and change the default settings of the Send/Receive function to suit your needs.

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Communications Settings Table

The following items can be stored or set in Communications Settings, from the Additional Functions screen.

■ Common Settings

Item	Settings	Applicable Page
TX Settings		
Sender's Names (TTI)	01 to 99: Register/Edit, Erase	p. 1-16
Unit Name	24 characters maximum.	p. 1-19
Erase Failed TX	On*, Off	p. 8-4
JPEG Compression Ratio	High Ratio, Normal*, Low Ratio	p. 8-6
Handle Documents with Forwarding Errors	Always Print, Store/Print, Off*	p. 8-8
Retry Times	0-5 times; 3 times*	p. 8-10
Edit Standard Send Settings	Scanning Mode, File Format	p. 8-12
Register Favorites Button	Register/Edit, Erase: M1 to M9	p. 8-15
Image Level for PDF (Compct)	Data Size Priority, Normal*, Image Priority Image Level in Text Mode: Data Size Priority, Normal*, Image Priority	p. 8-23
Default Screen for Send	Favorites Buttons, One-touch Buttons, New Address*	p. 8-26
TX Terminal ID	On*, Off	p. 8-28
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8*, Gamma 2.2	p. 8-33
Initialize TX Settings	Initialize	p. 8-35

An asterisk (*) indicates the default setting.

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■ Common Settings Table Continued

Item	Settings	Applicable Page
RX Settings		
Two-sided Print	On, Off*	p. 8-37
Select Cassette	Switch A: On*, Off	p. 8-39
	Switch B: On*, Off	
	Switch C: On*, Off	
	Switch D: On*, Off	
Receive Reduction	On*, Off	p. 8-42
Received Page Footer	On, Off*	p. 8-46
2 On 1 Log	On, Off*	p. 8-48

An asterisk (*) indicates the default settings.

NOTE

For instructions on how to set the modes not described in this manual, refer to the other manuals listed in the front of this *Sending Guide*. (See "Manuals for the Machine," on p. ii.)

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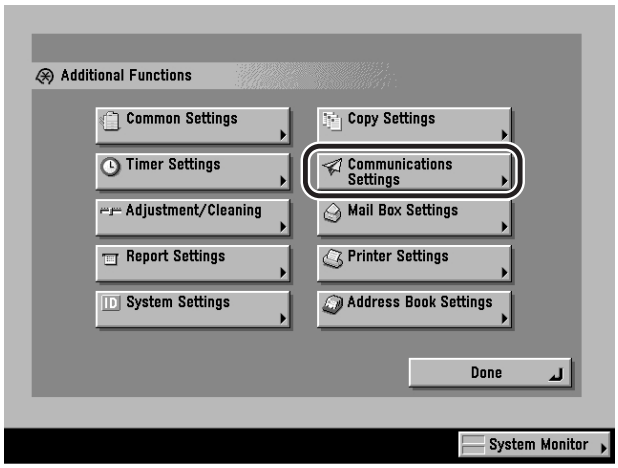
Automatic Document Deletion

If transmission of a document has failed, this mode automatically erases that document from memory.

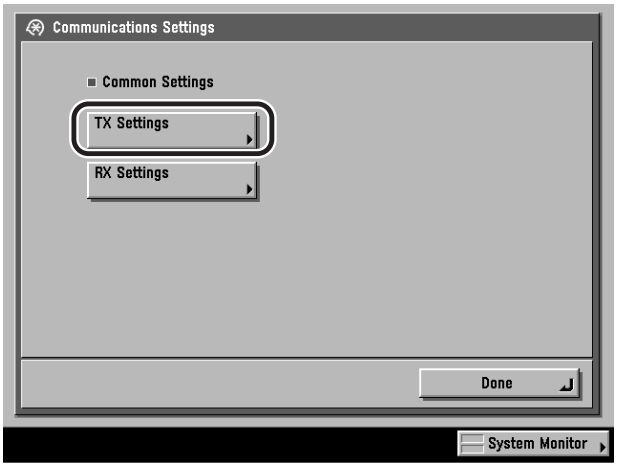
NOTE

The default setting is 'On'.

1 Press (Additional Functions) → [Communications Settings].



2 Press [TX Settings] under <Common Settings>.



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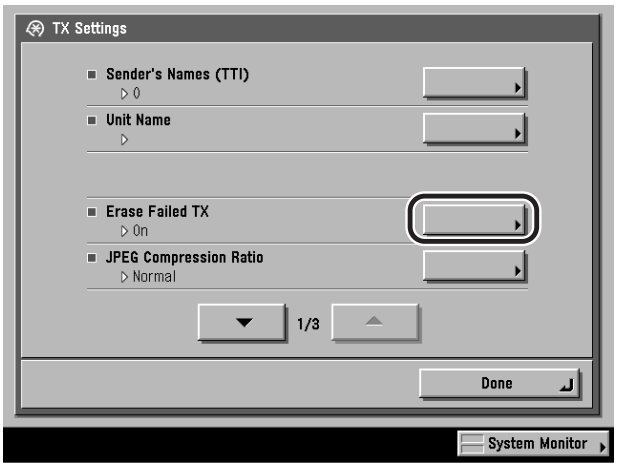
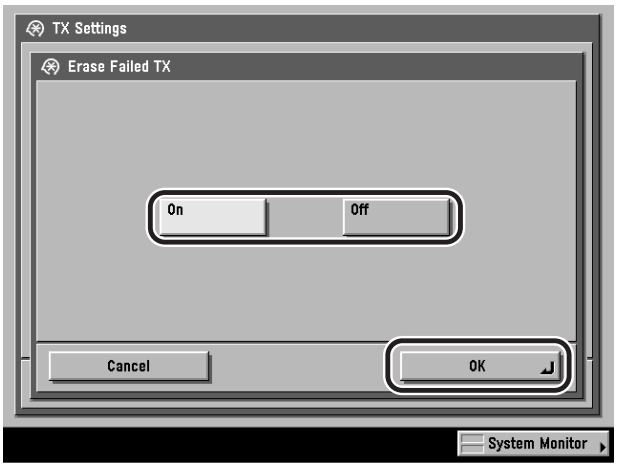
3 Press [Erase Failed TX].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Select [On] or [Off] → press [OK].



[On]: Erases jobs after sending, whether the transmission ends successfully or with an error.

[Off]: Stores a job in memory if the transmission ends in an error.

On the System Monitor screen, you can resend jobs whose transmissions have failed or change the destinations and resend the jobs. (See "Changing the Destination," on p. 7-7 or "Resending a Job," on p. 7-11.)

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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JPEG Compression Ratio for Color Send Jobs

You can set the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images.

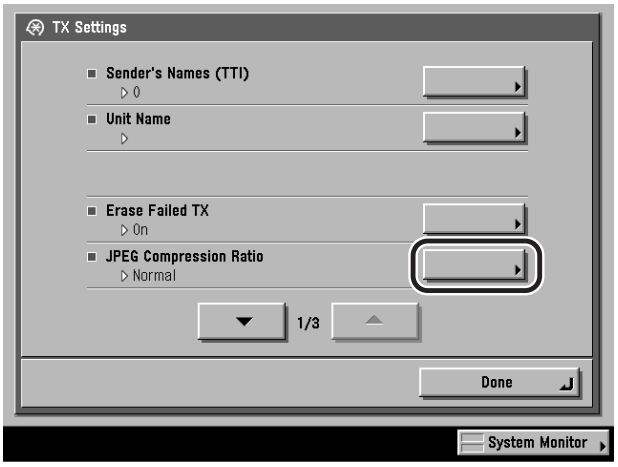
NOTE

- If [PDF (Compct)] is selected as the File Format, set JPEG Compression Ratio in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) to 'Normal' or 'Low Ratio'. If the JPEG Compression Ratio is set to 'High Ratio', the images output may be of a low quality even if [Image Priority] is selected in Image Level for PDF (Compct) in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen).
- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, this setting is disabled.
- The default setting is 'Normal'.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [JPEG Compression Ratio].



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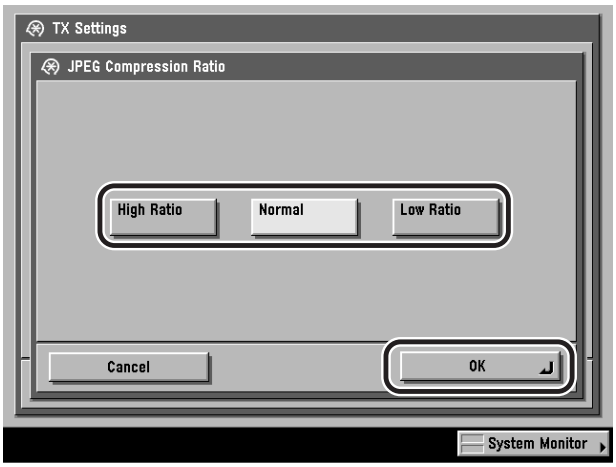
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [High Ratio], [Normal], or [Low Ratio] → press [OK].



[High Ratio]: A small amount of memory is used for the document, but the images are of a low quality.

[Normal]: The amount of memory used for the document and the quality of the images are moderate, between [High Ratio] and [Low Ratio].

[Low Ratio]: A large amount of memory is used for the document, but the images are of a high quality.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Handling Documents That Fail to Be Forwarded

You can set how the machine handles the documents that fail to be forwarded.

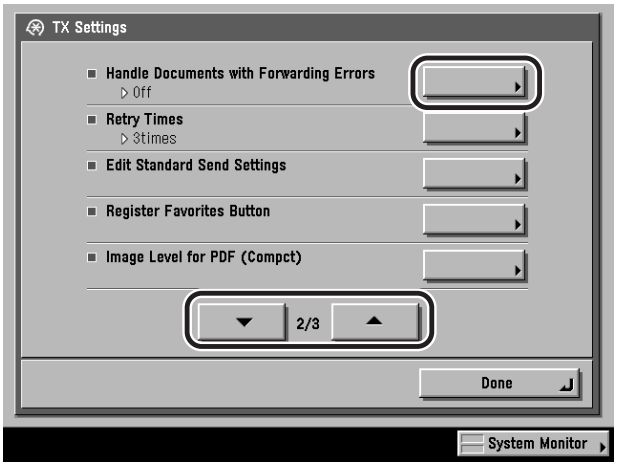
NOTE

- The default setting is 'Off'.
- If Erase Failed TX is set to 'Off' in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen), the status of any job with a forwarding error will be saved on the System Monitor screen. The document will not be processed according to the settings you make for Handle Documents with Forwarding Errors. (See "Automatic Document Deletion," on p. 8-4.)

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Handle Documents with Forwarding Errors] appears → press [Handle Documents with Forwarding Errors].



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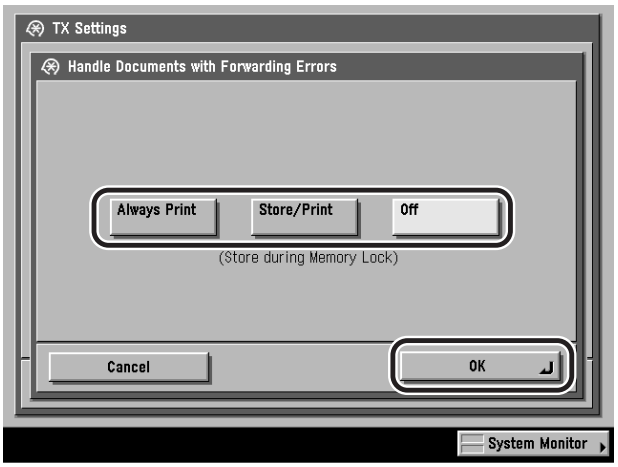
3 Select [Always Print], [Store/Print], or [Off] → press [OK].



[Always Print]: Documents that fail to be forwarded are printed.

[Store/Print]: Documents that fail to be forwarded are stored in the Memory RX Inbox. The machine automatically prints out the documents that fail to be forwarded if Use I-Fax Memory Lock is set to 'Off'. To access Use I-Fax Memory Lock, press (Additional Functions) → [System Settings] → [Communications settings] → [Memory RX Inbox Settings] → [Use I-Fax Memory Lock].

[Off]: Documents that fail to be forwarded are not printed.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Number of Retry Attempts

Retry Times is the mode which automatically resends data when the data cannot be sent. This occurs because the receiver is busy sending or receiving, or when an error occurs. This setting determines the number of retry attempts. You can set from one to five retry attempts, or select '0' to turn the Retry Times mode 'Off'.

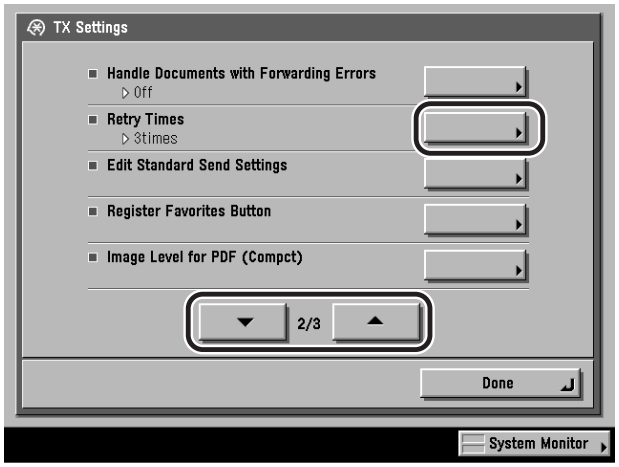
NOTE

- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, this setting is disabled.
- The default setting is '3' times.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Retry Times] appears → press [Retry Times].



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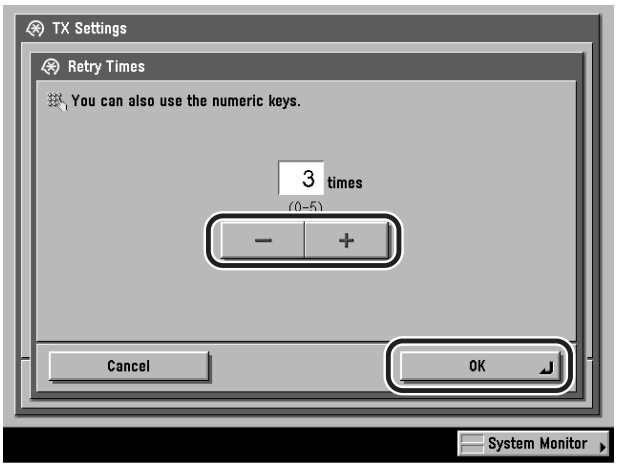
3 Press [-] or [+] to set the number of Retry Times → press [OK].



If the number of retry times is set to '0', the machine will not resend the data which cannot be sent.

NOTE

- You can also use ⓪ - ⑨ (numeric keys), and Ⓒ (Clear) to clear your entries.
- You can change the value by pressing [-] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Standard Send Settings

This mode enables you to change the standard settings for the Send function, including the scan mode and the file format. (See "Selecting a Scan Mode," on p. 3-2, and "Sending Methods," on p. 5-2.)

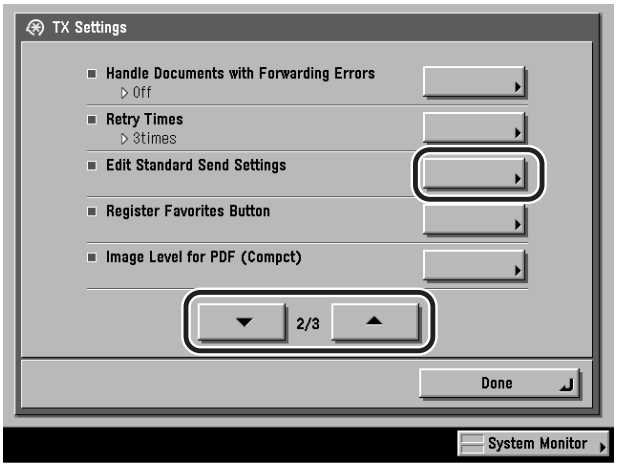
NOTE

- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, the file format set here is disabled.
- The default settings are:
  - Scanning Mode: ACS 200x200 dpi
  - File Format: TIFF/JPEG

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Edit Standard Send Settings] appears → press [Edit Standard Send Settings].



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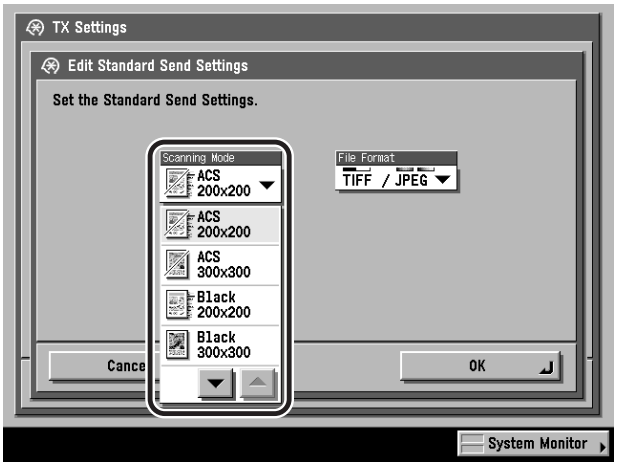
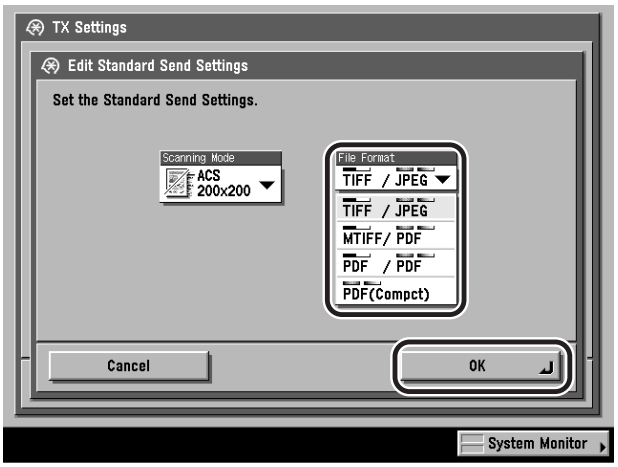
3 Press the Scanning Mode drop-down list → select a scan mode.



If the desired scan mode is not displayed, press [▼] or [▲] to scroll to the desired scan mode.

You can also select a scan mode that you have already stored. (See "User Preset Keys," on p. 4-34.)

4 Press the File Format drop-down list → select a file format → press [OK].



File Formats:

[TIFF/JPEG]: Sends images in either the TIFF (Black-and-White) or JPEG (Grayscale/Color) format.

[MTIFF/PDF]: Enables you to insert multiple images into a single MTIFF or PDF file. Sends the file in either the MTIFF (Black-and-White) or PDF (Grayscale/Color) format.

[PDF/PDF]: Enables you to insert multiple images into a single PDF file. Sends the file in the PDF format regardless of the color mode.

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[PDF (Compct)]: Enables you to send files containing text originals or text/photo originals using a high compression ratio. You can also send multiple images together as one PDF file.
The Auto-Color Select (Full Color/Black-and-White) and Black-and-White color modes cannot be set together.
If you select [PDF (Compct)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

The selected mode is set.

IMPORTANT

If [PDF (Compct)] is selected as the File Format, the resolution is automatically changed to [300x300 dpi]. If the color mode is set to [Auto-Color Select (Full Color/Black-and-White)] or [Black and White], the color mode is automatically changed to [Auto-Color Select (Full Color/Grayscale)] or [Grayscale] respectively. If you want to send the document with the resolution setting and the color mode that you specify, change the File Format setting to anything other than [PDF (Compct)].

NOTE

- In order to view a JPEG file, a software application that supports the JPEG file format is required.
- In order to view a TIFF or MTIFF file, a software application that supports TIFF or MTIFF file formats (such as Imaging for Windows) is required.
- In order to view a PDF file, Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File Formats," in the Glossary, on p. 13-12.
- If [PDF (Compct)] is selected as the File Format, set the JPEG Compression Ratio in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) to 'Normal' or 'Low Ratio'. If the JPEG Compression Ratio is set to 'High Ratio', the image output may be of a low quality even if [Image Priority] is selected in Image Level for PDF (Compct) in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen). (See "JPEG Compression Ratio for Color Send Jobs," on p. 8-6.)

5 Press [Done] repeatedly until the Send Basic Features screen appears.

NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

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Favorites Buttons

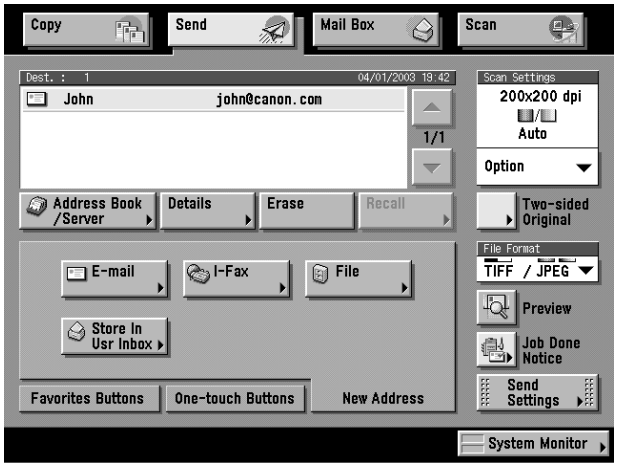
You can set any possible combination of send settings and register them in a favorites button in memory. There are nine favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings.

NOTE

- The send settings registered as favorites buttons in memory are not erased, even if you turn the machine's power OFF.
- If an address included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.

Registering a Favorites Button

1 Specify the send settings that you want to register.



NOTE

In the example above, the destination is specified, and the Two-sided Original mode and Job Done Notice are set. Two-sided scanning is available only if the optional Feeder (DADF-K1) is attached.

2 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

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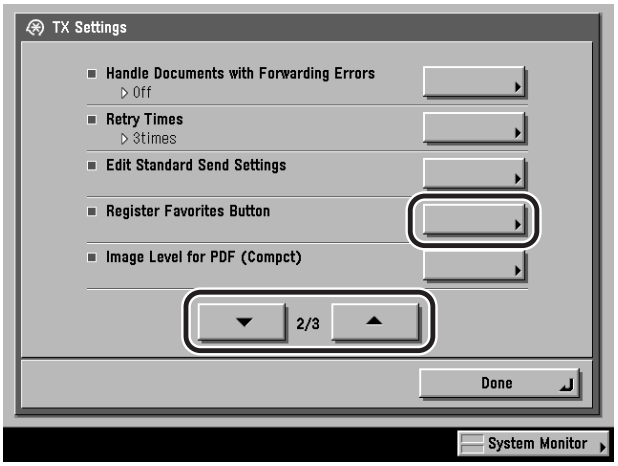
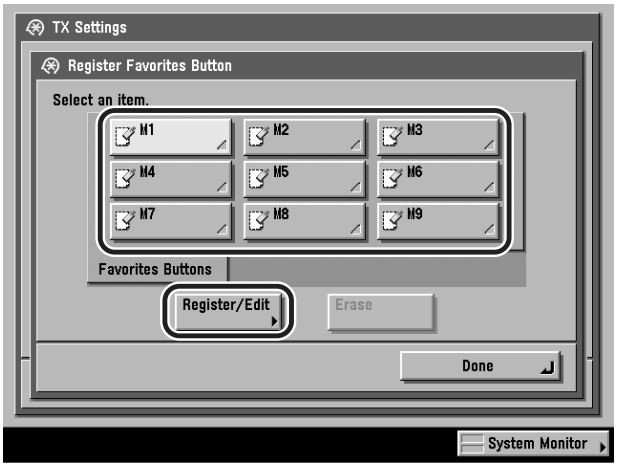
3 **Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].**



4 **Select a Favorites Button ([M1] to [M9]) for registering the send settings → press [Register/Edit].**



NOTE

Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.

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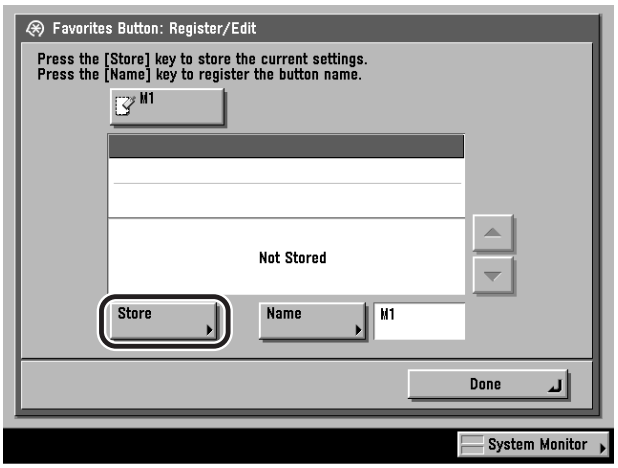
5 Press [Store].

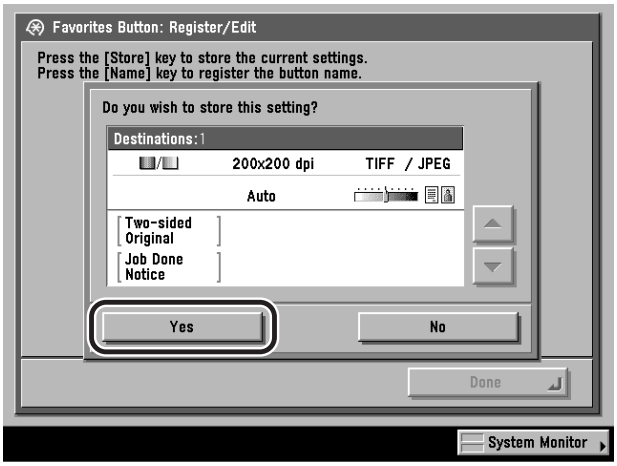


NOTE

- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

● If you select a key without settings:

❑ A screen appears, asking for your confirmation to store the settings. Press [Yes].



To cancel storing the settings, press [No].

Once the settings are stored, the message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

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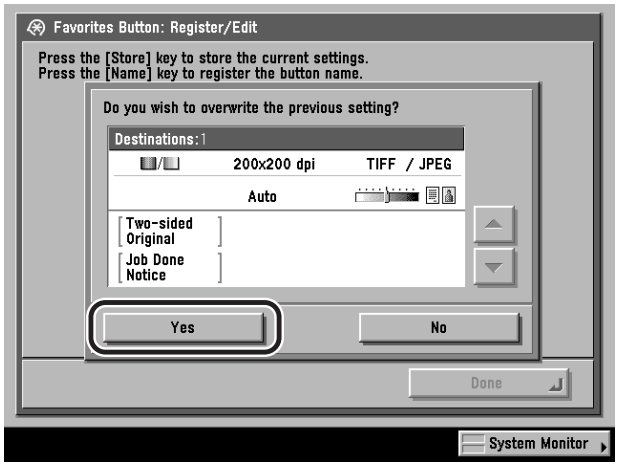
● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].



To cancel storing the settings, press [No].

Once the settings are stored, the message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

NOTE

You can also assign a name to a favorites button by pressing [Name].

Naming a Favorites Button

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].

If necessary, see the screen shot in step 3 of "Registering a Favorites Button," on p. 8-15.

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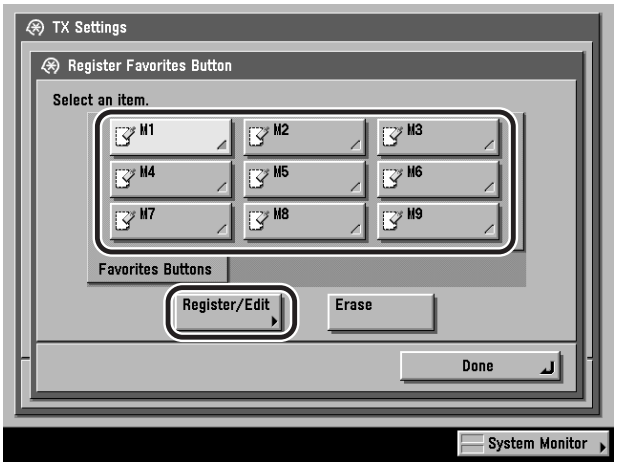
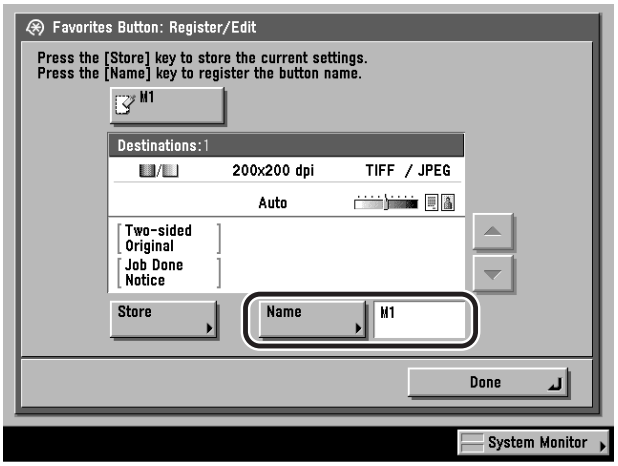
3 Select a Favorites Button ([M1] to [M9]) to name → press [Register/Edit].



NOTE

Keys that already have settings stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.

4 Press [Name].



NOTE

- If you select a key that already has settings stored in it, the settings are displayed.
- You can also assign names to keys with no settings stored in them.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

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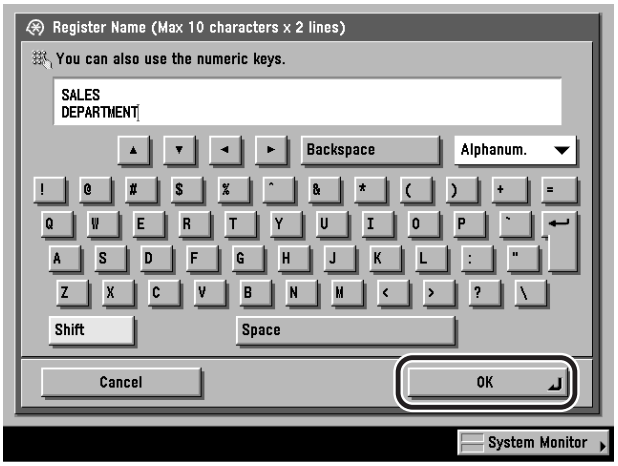
5 Enter a name → press [OK].



Two lines can be used for a favorites button key name.

You can enter up to 10 characters per line.

The assigned name appears on the key.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M9).

6 Press [Done] repeatedly until the Send Basic Features screen appears.

Erasing a Favorites Button

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].

If necessary, see the screen shot in step 3 of "Registering a Favorites Button," on p. 8-15.

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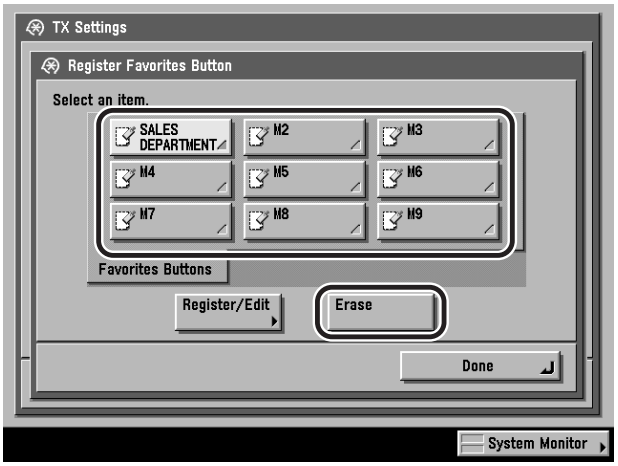
3 Select the Favorites Button with the send settings that you want to erase → press [Erase].



A screen appears, asking for your confirmation to erase the settings.

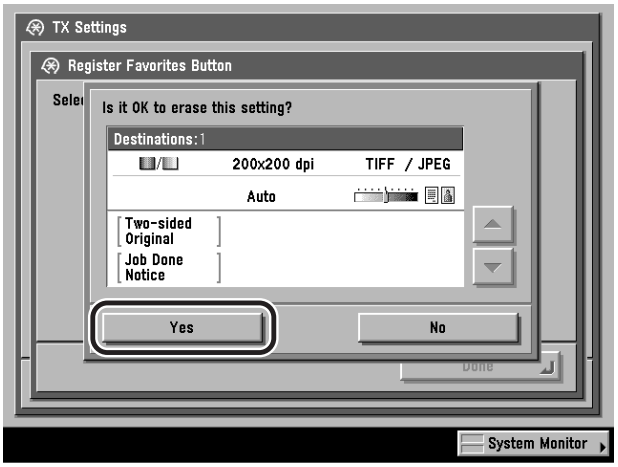
IMPORTANT

Make sure to check the settings before erasing them.

NOTE

- Keys that already have settings stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

4 Press [Yes].



To cancel erasing the settings, press [No].

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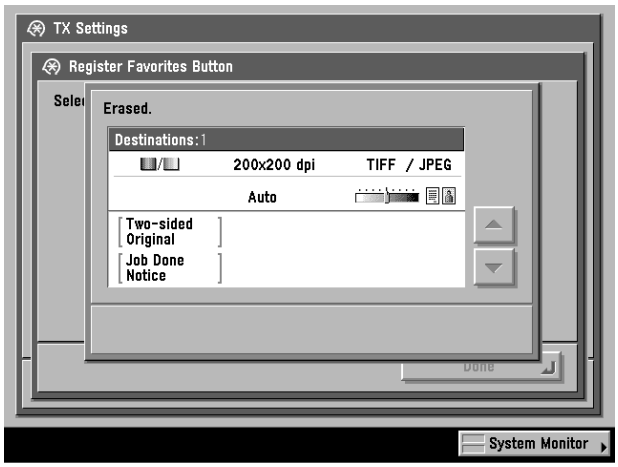
The message <Erased.> appears for approximately two seconds on the touch panel display.



The stored send settings are erased.

NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Favorites Button," on p. 8-18.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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PDF Compression Priority

If PDF (Compct) is selected as the File Format, you can set the image quality level of the document.

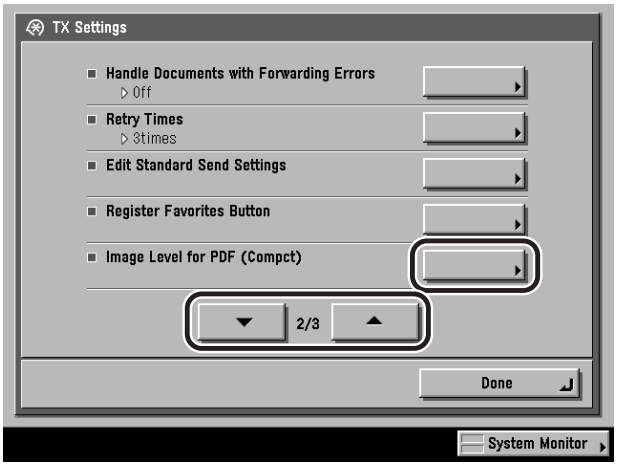
NOTE

- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, this setting is disabled.
- The default setting is 'Normal'.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Image Level for PDF (Compct)] appears → press [Image Level for PDF (Compct)].



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3 Select [Data Size Priority], [Normal], or [Image Priority].

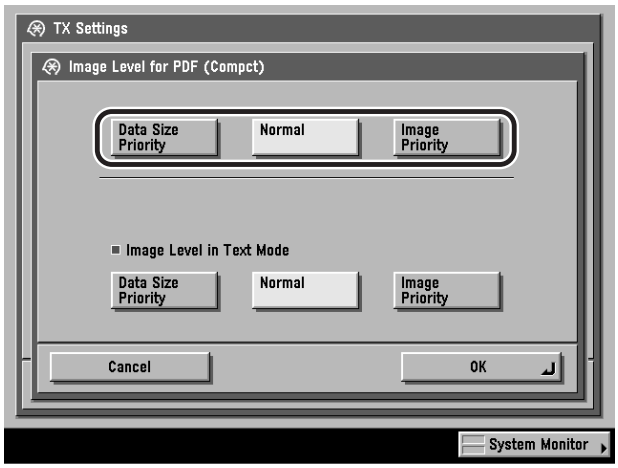


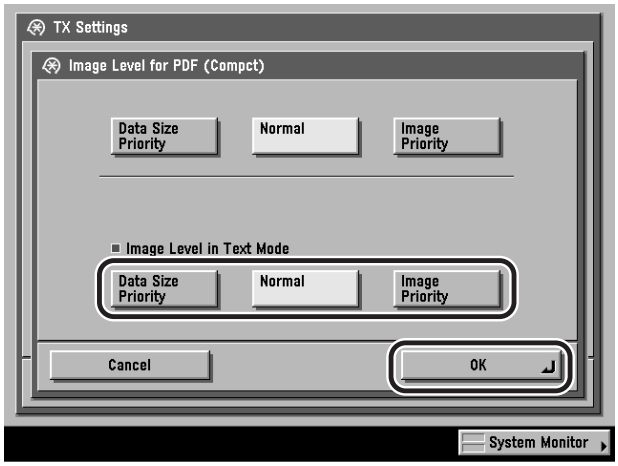
Image level when the Text/Photo or Photo mode is selected.

[Data Size Priority]: The data size is small, but the image quality is low.

[Normal]: The data size and image quality are between the Data Size Priority and Image Priority settings.

[Image Priority]: The data size is large, but the image quality is high.

4 Select [Data Size Priority], [Normal], or [Image Priority] for <Image Level in Text Mode> → press [OK].



[Data Size Priority]: The data size is small, but the image quality is low.

[Normal]: The data size and image quality are between the Data Size Priority and Image Priority settings.

[Image Priority]: The data size is large, but the image quality is high.

The settings made for Image level in Text Mode are activated only if the Text mode is selected for the Original Type.

The selected mode is set.

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NOTE

If an original with many colors is scanned, the compression level is determined by taking into consideration the data size and the number of colors, according to the selected image level. However, if the original is in monochrome or has few colors, it does not matter which image level you select.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Initial Send Screen Display

This mode enables you to set whether the [Favorites Buttons], [One-touch Buttons], or [New Address] tabs will be displayed on the initial Send Basic Features screen when the power is turned ON, or the Auto Clear mode is activated.

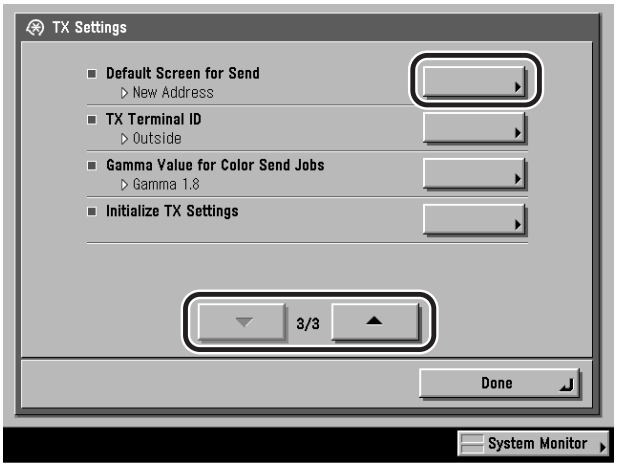
NOTE

The default setting is 'New Address'.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Default Screen for Send] appears → press [Default Screen for Send].



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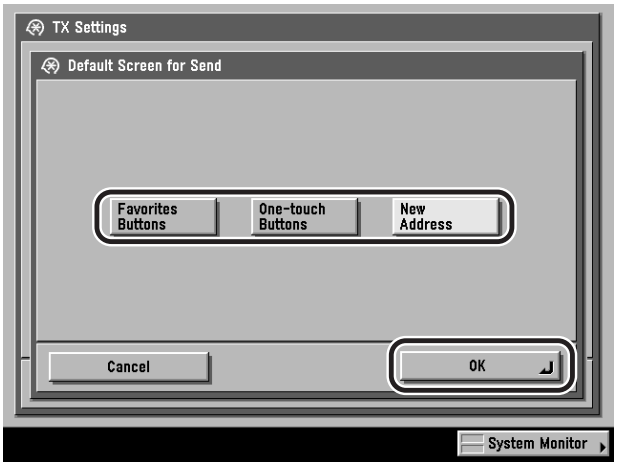
3 **Select [Favorites Buttons], [One-touch Buttons], or [New Address] → press [OK].**



The selected mode is set.

4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

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Printing the TX Terminal ID

The TX Terminal ID setting enables you to specify whether the Terminal ID information is printed at the top of documents that you send through I-fax. Information such as your I-fax address and name are printed, enabling the recipient to know who sent the document.

IMPORTANT

In the United States, this setting must be set to 'On'. Please see p. xiv in the *Facsimile Guide* and p. 1-10 for details on FCC rules governing the use of facsimile equipment in the United States.

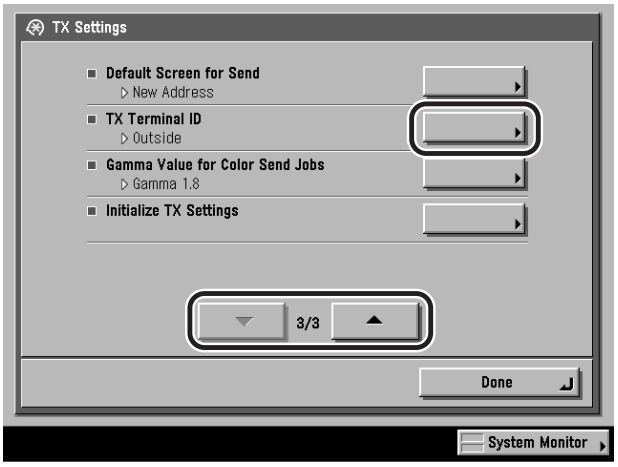
NOTE

- If you set TX Terminal ID to 'On', you can also set the position that the Terminal ID information is printed on the recipient's paper.
- The default settings are:
  - TX Terminal ID: On
  - Printing Position: Outside

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under Common Settings.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [TX Terminal ID] appears → press [TX Terminal ID].



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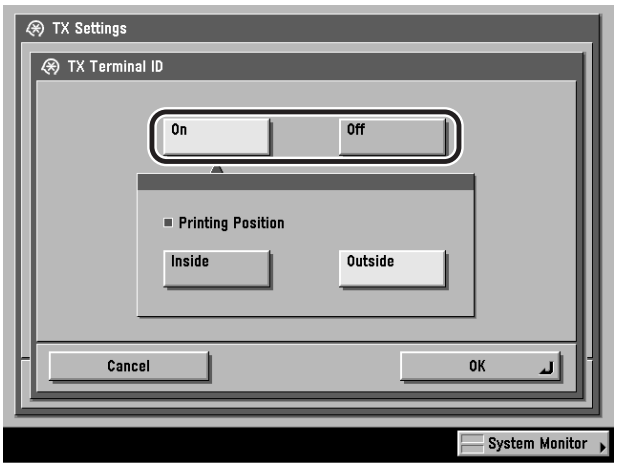
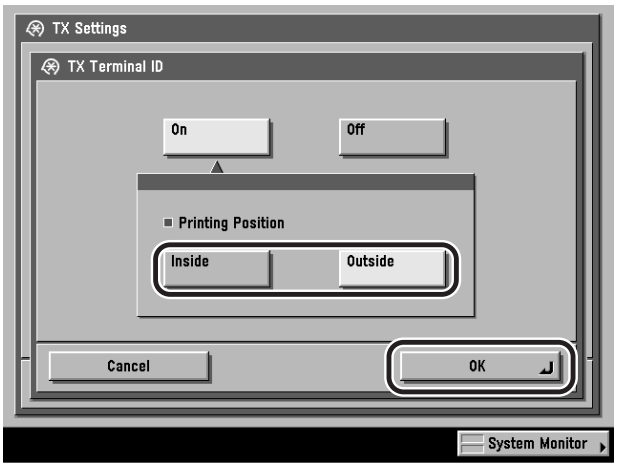
3 Select [On] or [Off].



- **If you select [On] and the optional Super G3 FAX Board is not installed:**

  ❑ Select the printing position of the Terminal ID information → press [OK].



[Inside]: The Terminal ID information is printed inside the image area on the recipient's paper.

[Outside]: The Terminal ID information is printed outside the image area on the recipient's paper.

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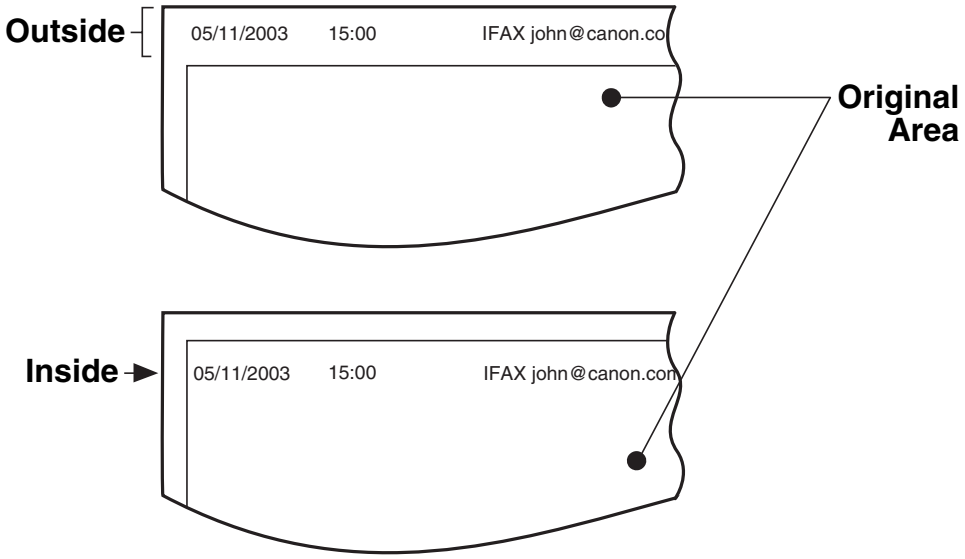
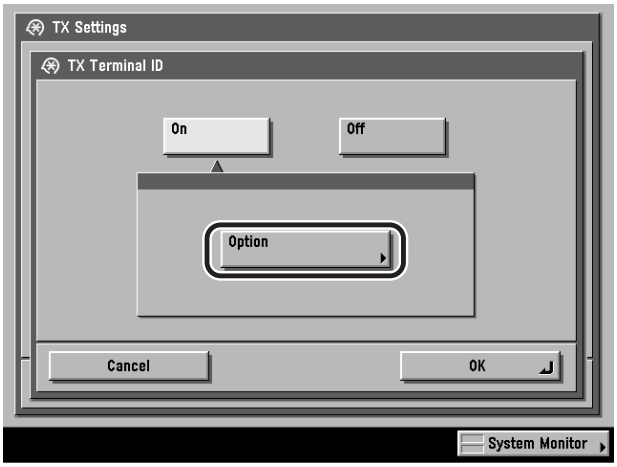
Example: If you set the TX Terminal ID setting to 'On', the Terminal ID information is printed on the recipient's paper as follows:



The selected mode is set.

● **If you select [On] and the optional Super G3 FAX Board is installed:**

❑ Press [Option].



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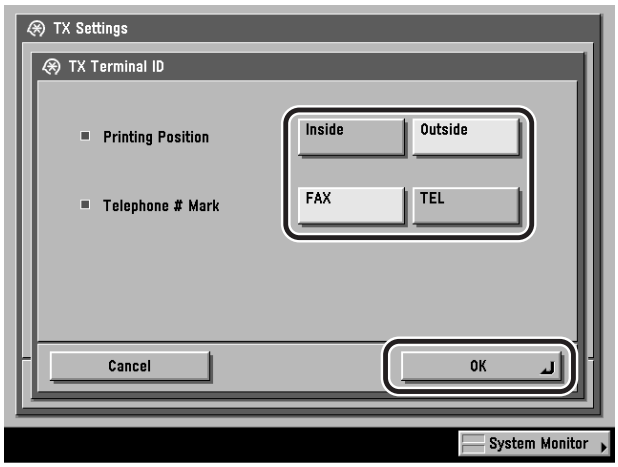
❑ Specify the <Printing Position> of the Transmission Terminal ID and the <Telephone # Mark> → press [OK] → [OK].



Printing Position

[Inside]: The Terminal ID information is printed inside the image area on the recipient's paper.

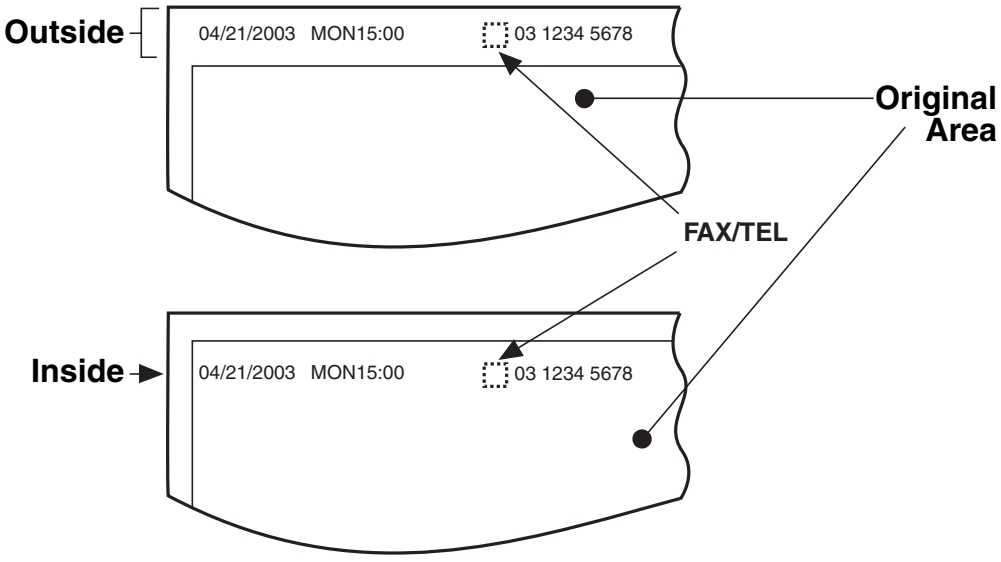
[Outside]: The Terminal ID information is printed outside the image area on the recipient's paper.

Telephone # Mark

[FAX]: 'FAX' is printed before the fax number.

[TEL]: 'TEL' is printed before the telephone number.

Example: If you set the TX Terminal ID setting to 'On', the Terminal ID information is printed on the recipient's paper as follows:



The selected mode is set.

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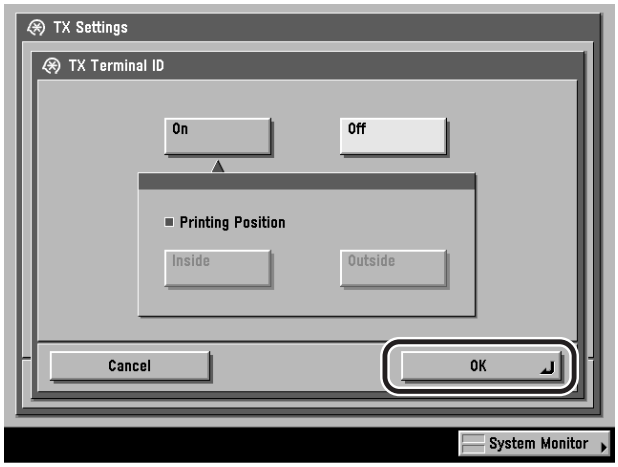
● **If you select [Off]:**

❑ Press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Gamma Value for Color Send Jobs

You can set the Gamma value for color scanned data. If the set value corresponds to the Gamma value at the receiving end, the scanning exposure of the output data at the receiving end is automatically adjusted to the level best suited to the quality of the original. Gamma values are expressed as input-output characteristics. Output is darkened as the gamma value is increased, and is lightened as the gamma value is decreased. If the density of images received at the destination is excessively light or dark, the gamma value can be changed before resending the images.

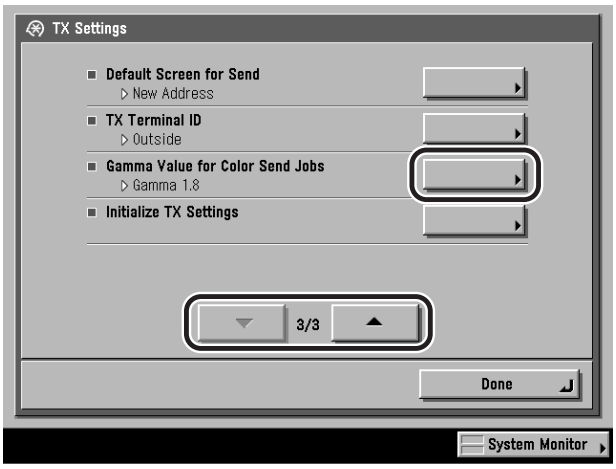
NOTE

- If the optional Super G3 FAX Board is installed, and you are sending documents by fax, this setting is disabled.
- The default setting is 'Gamma 1.8'.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Gamma Value for Color Send Jobs] appears → press [Gamma Value for Color Send Jobs].



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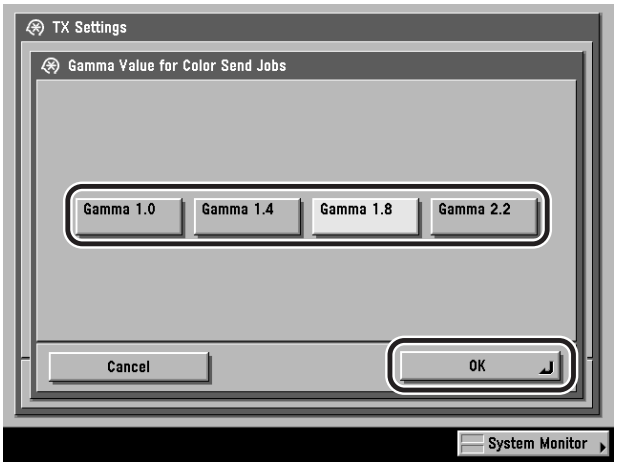
3 Select the Gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]), → press [OK].



[Gamma 1.0]: Although light output results can be obtained, the overall color impression is pale.

[Gamma 1.4]: Output results slightly lighter than default can be obtained.

[Gamma 1.8]: Default setting of this machine. Dark output results can be obtained, while the detail of the darkest portion is not solid.

[Gamma 2.2]: Dark output results can be obtained overall, although the detail of the darkest portion may be solid.

The word "solid" implies the following conditions.

For example, if you adjust the exposure to a darker setting when making copies of an image, the fine details may appear blended in with the background. As a result, the fine details may not show in a distinct fashion.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Initializing TX Settings

You can restore almost all of the TX settings to their default settings.

IMPORTANT

You cannot initialize the Sender's Names (TTI), Unit Name, and TX Terminal ID settings.

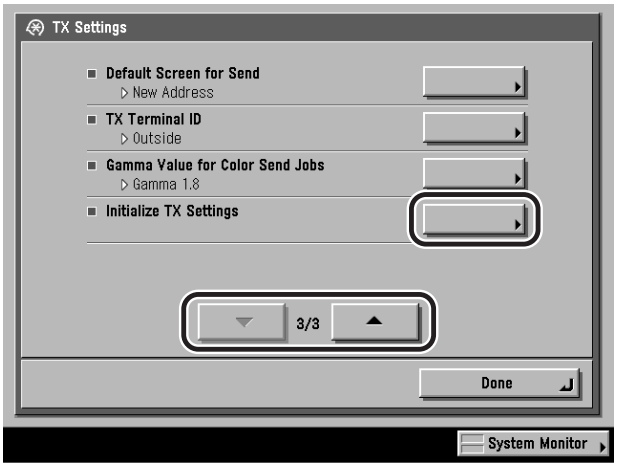
NOTE

If you initialize the TX Settings, the settings stored in the favorites buttons are also initialized.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Automatic Document Deletion," on p. 8-4.

2 Press [▼] or [▲] until [Initialize TX Settings] appears → press [Initialize TX Settings].



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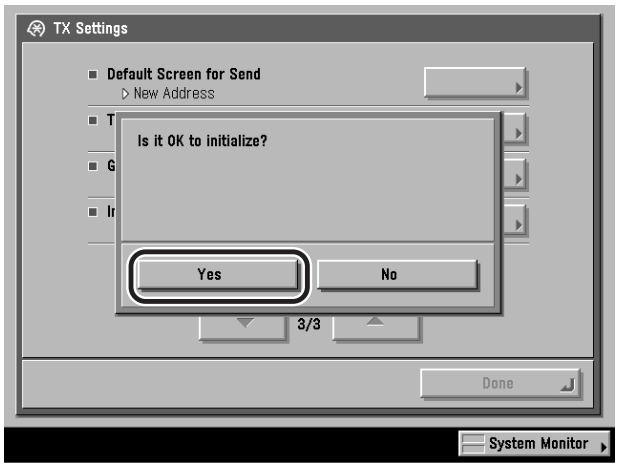
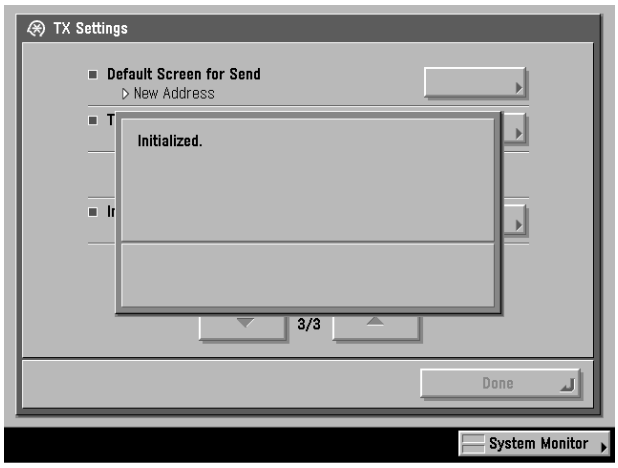
3 Press [Yes].



To cancel initializing the TX Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.



The TX settings are initialized.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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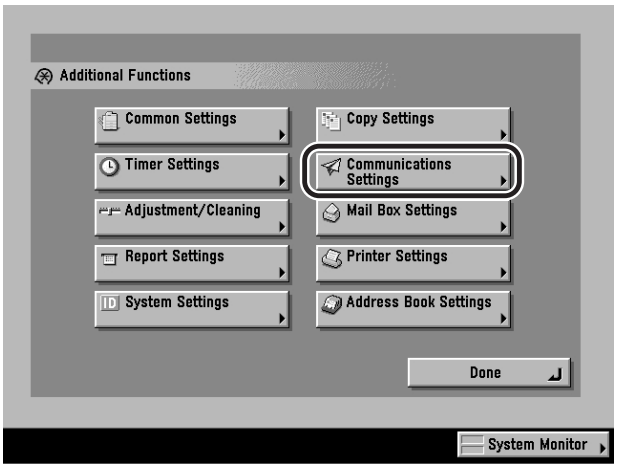
Two-Sided Printing

You can print received documents on both sides of the paper you select. This enables you to save paper.

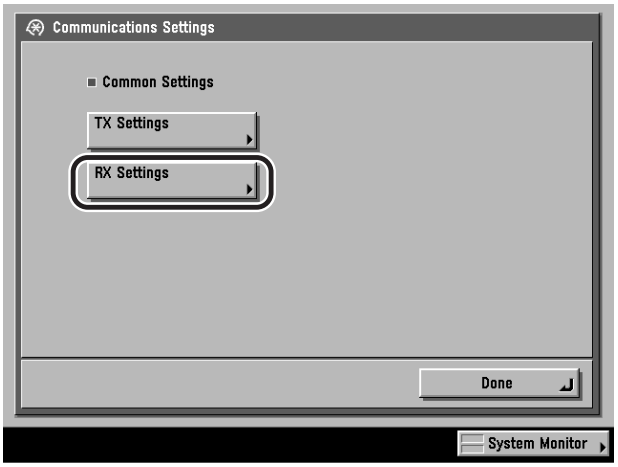
NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [Communications Settings].



2 Press [RX Settings] under <Common Settings>.



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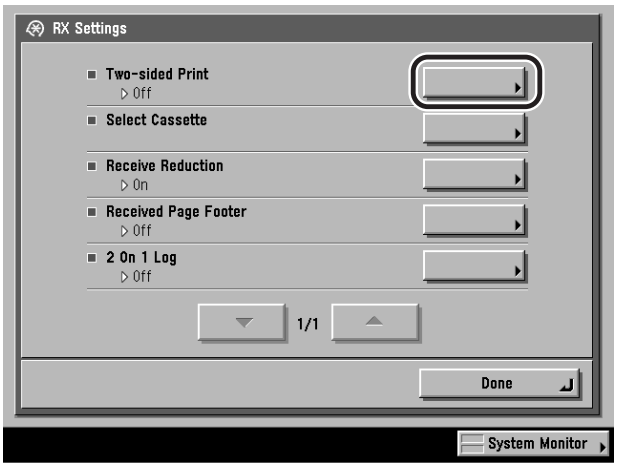
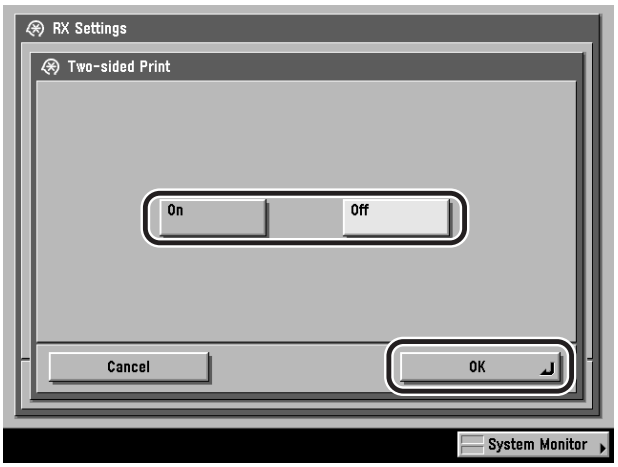
3 **Press [Two-sided Print].**



4 **Select [On] or [Off] → press [OK].**



The selected mode is set.

5 **Press [Done] repeatedly until the Send Basic Features screen appears.**

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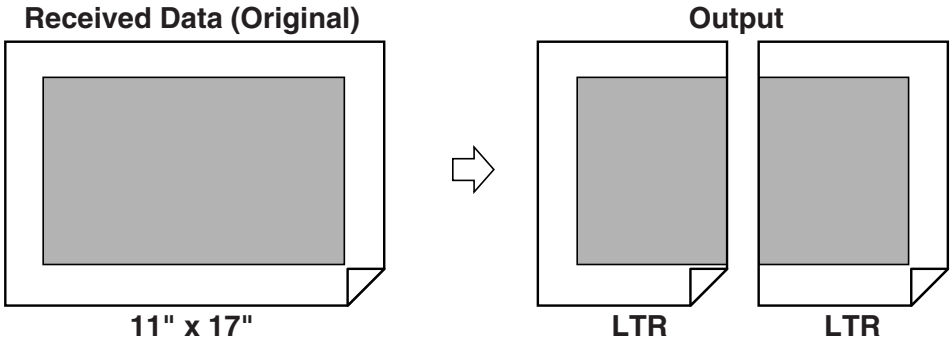
Paper Drawer Selection

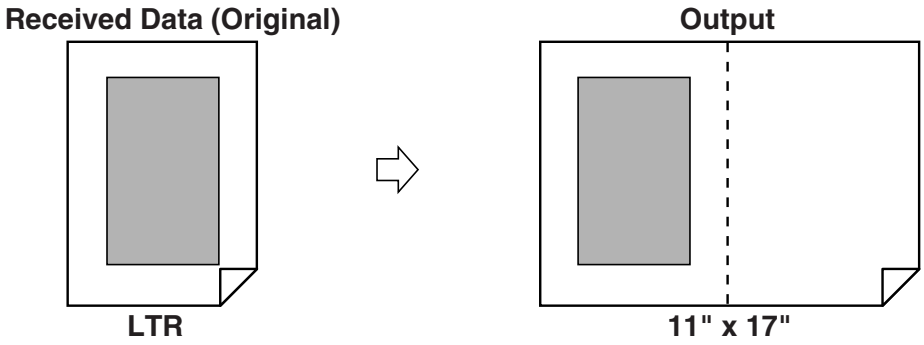
You can set how the machine prints documents when there is no paper matching the size of the received document.

There are four printing methods (Switches A, B, C, and D):

- Switch A: The image is printed over two sheets of paper that have the same combined size as the received document.



- Switch B: The image is printed with blank space on paper that has the same width as the received document.



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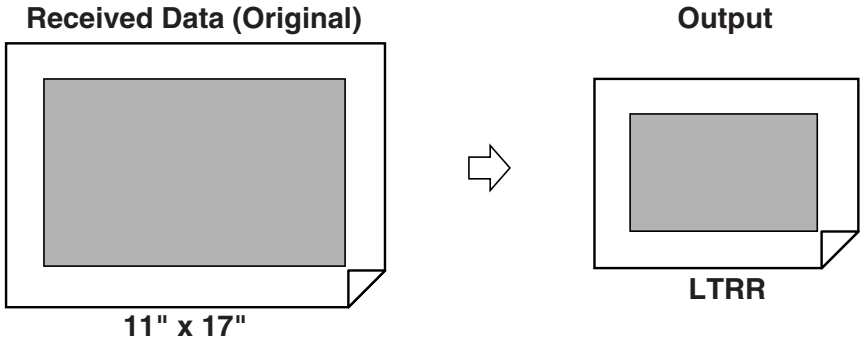
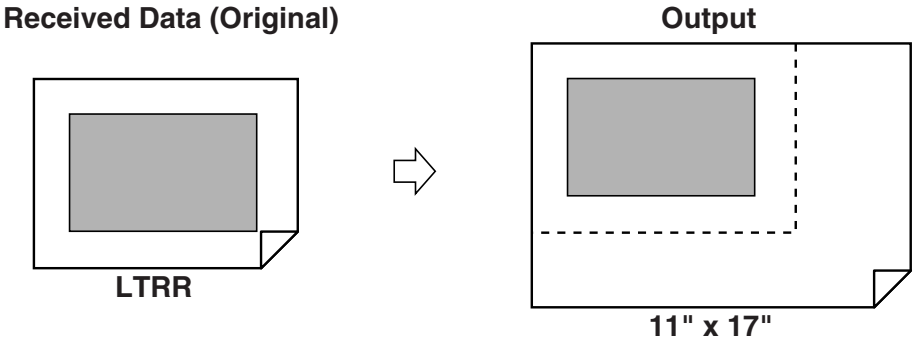
- Switch C: The image is reduced and printed on paper that differs in width from the received document.



- Switch D: The image is printed on paper that is larger in size than the received document.



NOTE

- For more information on selecting a paper source for printing received documents, see Chapter 4, "Customizing Settings," in the *Reference Guide*.
- The default setting for all switches is 'On'.

---

1 Press ⊛ (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 8-37.

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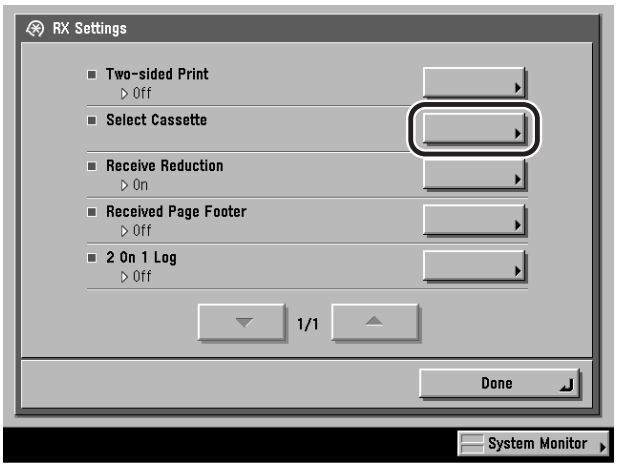
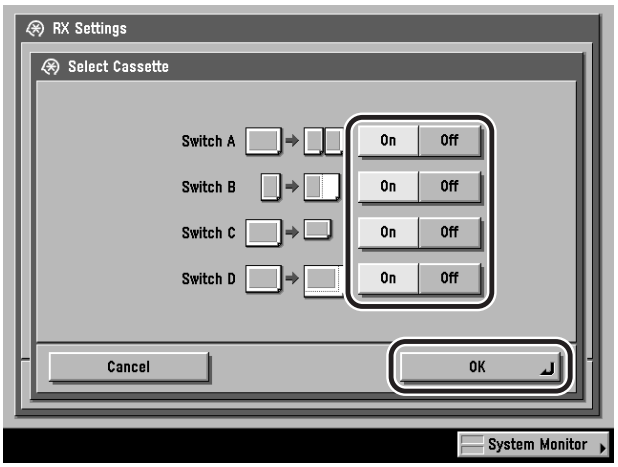
2 Press [Select Cassette].



3 Select [On] or [Off] for the respective switches → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Reducing a Received Document

You can set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

NOTE

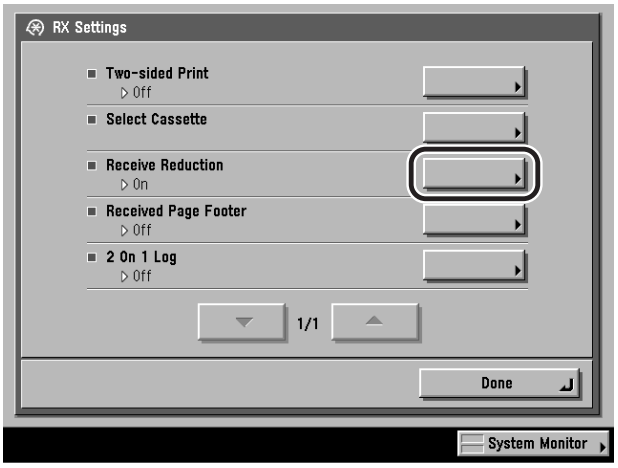
The default settings are:

- Receive Reduction: On
- RX Reduction: Auto
- Reduce %: 90%
- Reduce Direction: Vertical Only

1 Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 8-37.

2 Press [Receive Reduction].



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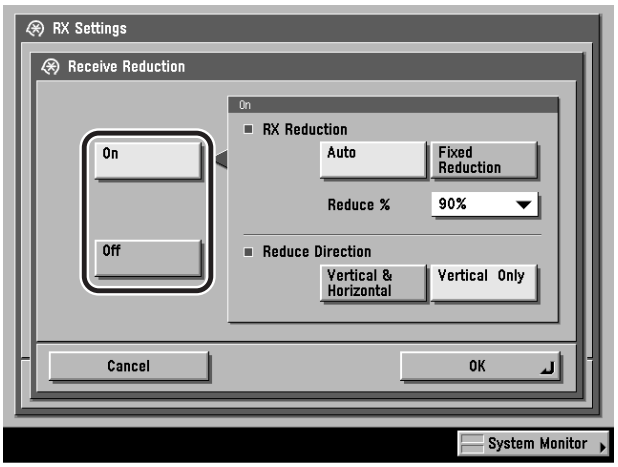
3 Select [On] or [Off].

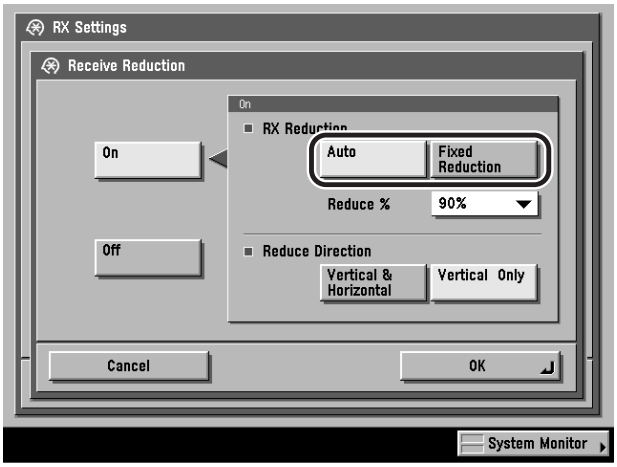


IMPORTANT

If you select [Off], the received document is not automatically reduced to fit the size of the paper. If the size of the received document exceeds the printable area, the image is divided into equal sections and printed onto separate sheets of paper. However, if the received document exceeds the recording paper slightly (1/2" (12 mm) or less), the part of the image that does not fit on the paper is not printed.

● If you select [On]:

❑ Select [Auto] or [Fixed Reduction].



[Auto]: The image is automatically reduced by a suitable reduction ratio that can range from the value set in the Reduce % drop-down list up to 100% of the size of the received document.

[Fixed Reduction]: The image is reduced by the reduction ratio set in the Reduce % drop-down list.

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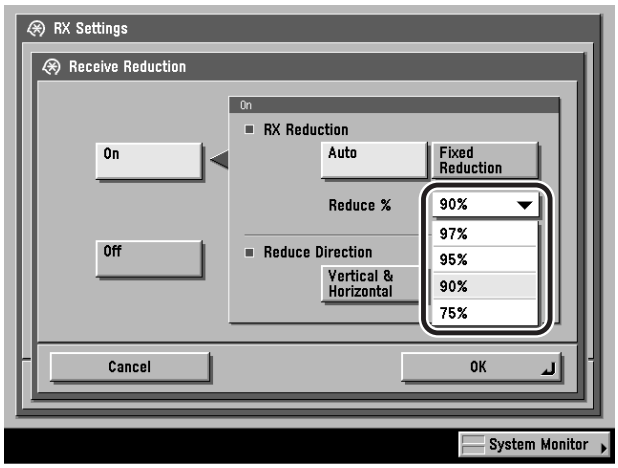
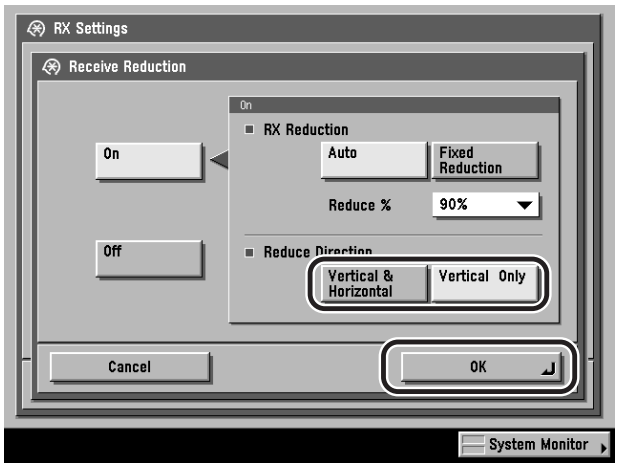
❑ Press the Reduce % drop-down list → select [97%], [95%], [90%], or [75%].



❑ Select [Vertical & Horizontal] or [Vertical Only] → press [OK].



[Vertical & Horizontal]: The image is reduced in both the vertical and horizontal directions.

[Vertical Only]: The image is reduced in the vertical direction only.

The selected mode is set.

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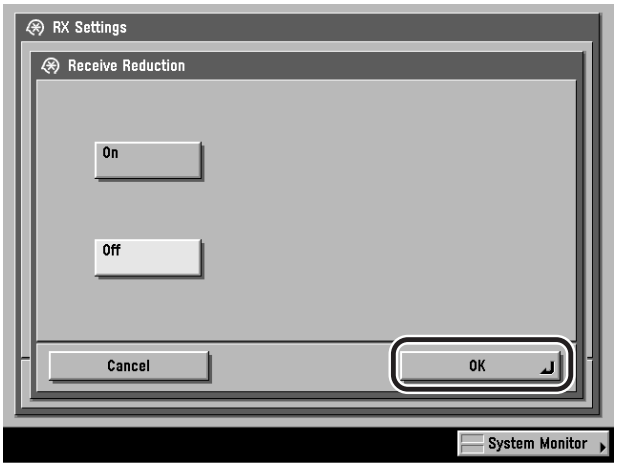
● **If you select [Off]:**

❑ Press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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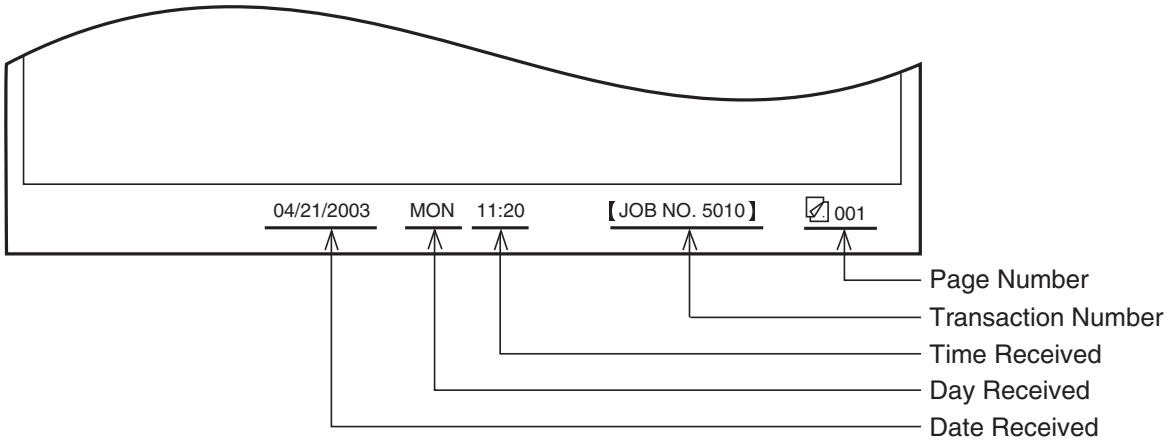
Printing Footer Information on a Received Document

You can set whether the machine prints the date received, day received, time received, transaction number, and page number at the bottom of the received document.



NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 8-37.

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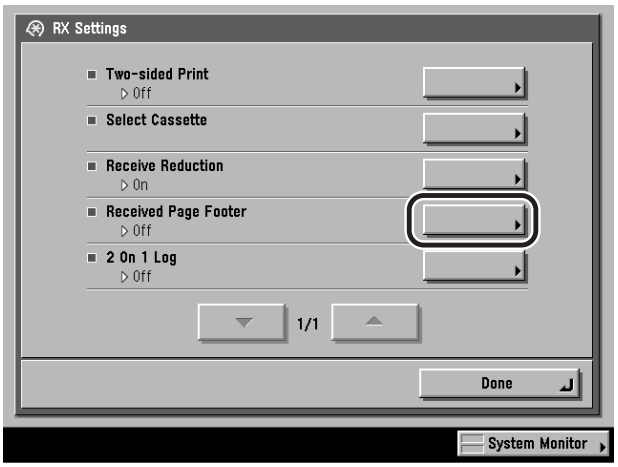
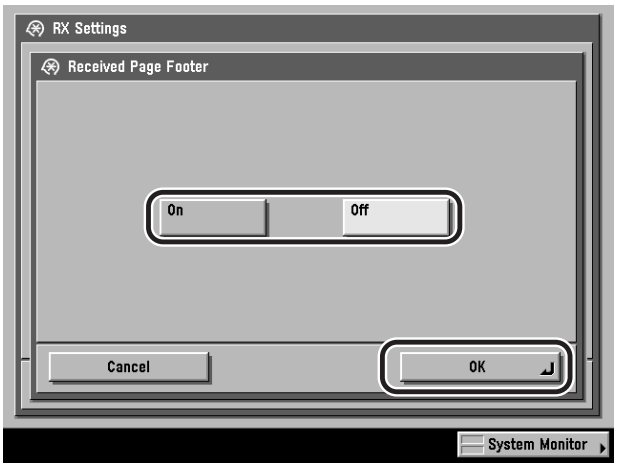
2 Press [Received Page Footer].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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2 On 1 Log

This mode enables you to print two received documents of the same paper size onto a single sheet of paper.

The 2 On 1 Log mode is available only under the following conditions:

- The same paper drawer must be selected for printing two consecutive pages of the received document.
- The paper in the selected paper drawer must be large enough for two consecutive pages to be printed out.
  - Example: If the LTR drawer is empty, but the 11" x 17" drawer is loaded with paper, you can print two LTR documents onto a single sheet of 11" x 17" paper.

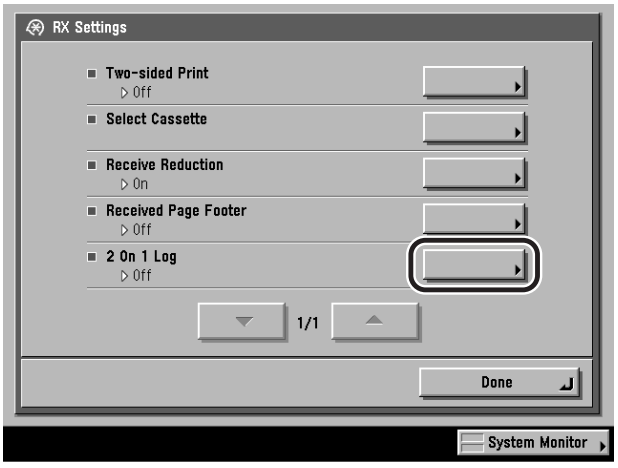
NOTE

- When the 2 On 1 Log mode is set to 'On', documents are printed with a broken line in the middle. If the document is received with sender information included, the dotted line is not printed on the area where the sender information is located.
- The default setting is 'Off'.

1 Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 8-37.

2 Press [2 On 1 Log].



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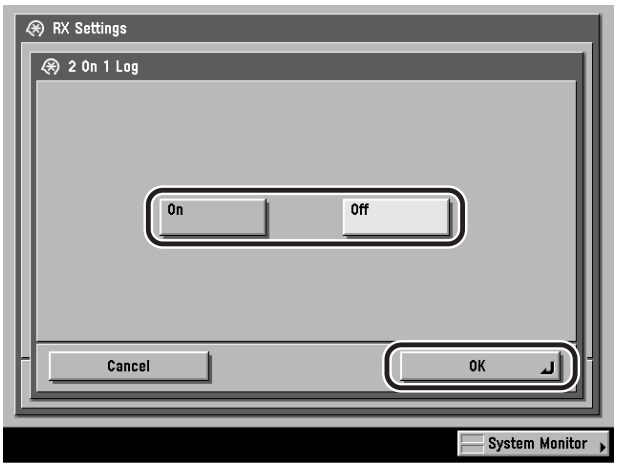
3 **Select [On] or [Off] → press [OK].**



The selected mode is set.

4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

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Storing/Editing Address Book Settings

9
CHAPTER

This chapter describes how to register various addresses in the Address Book and how to edit and erase registered information.

Address Book Settings Table 9-2
About the Address Book 9-3
Storing New Addresses 9-5
- E-Mail Addresses 9-5
- I-Fax Addresses 9-10
- File Server Addresses 9-19
- Group Addresses 9-25
- Address Obtained via a Server 9-34

Editing Address Details 9-50
Erasing Addresses 9-54
Naming an Address Book 9-58
Storing/Editing One-Touch Buttons 9-60
Erasing One-Touch Buttons 9-87

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Address Book Settings Table

The following items can be stored or set in Address Book Settings, from the Additional Functions screen.

Item	Settings	Applicable Page
Register Address	Register New Address Edit Erase	p. 9-5
Register Address Book Name	Register Name	p. 9-58
One-touch Buttons	Register/Edit, Erase	p. 9-60

NOTE

For instructions on how to set the modes not described in this manual, refer to the other manuals listed in the front of this *Sending Guide*. (See "Manuals for the Machine," on p. ii.)

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About the Address Book

The Address Book is a feature used for storing destinations of e-mail, I-fax, and file servers. The Address Book is divided into 10 subaddress books and one-touch buttons. You can store up to 1,800 destinations, including 1,600 destinations in the subaddress book, and 200 destinations in one-touch buttons. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job. By storing your own e-mail address, you can specify a reply e-mail address and use the Job Done Notice function.

The following types of destinations can be stored in the Address Book.

NOTE

- Since each address entry is treated as a single entry, if an e-mail address is registered in a group address, that e-mail address and the group address are counted as two entries.
- If the optional Super G3 FAX Board is installed, fax numbers can also be stored in the Address Book. For instructions on storing fax numbers, see Chapter 10, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.

■ E-mail

You can store e-mail addresses.
An e-mail address obtained by searching through the directory listings on a server using LDAP can also be stored.

■ I-Fax

You can store the I-fax address, the mode, and the destination conditions.
An e-mail address obtained by searching through the directory listings on a server using LDAP can also be stored as an I-fax address.

■ File

You can register a protocol, host name, file path, etc. for storing scanned documents in a file server.

NOTE

For examples of settings needed for sending to a file server, see the *Network Guide*.

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■ Group

You can register multiple destinations of various types in the group address. You can group and use these registered destinations according to your needs.

NOTE

- You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
- When setting a group address, you can select and store only destinations registered in the same subaddress book.

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Storing New Addresses

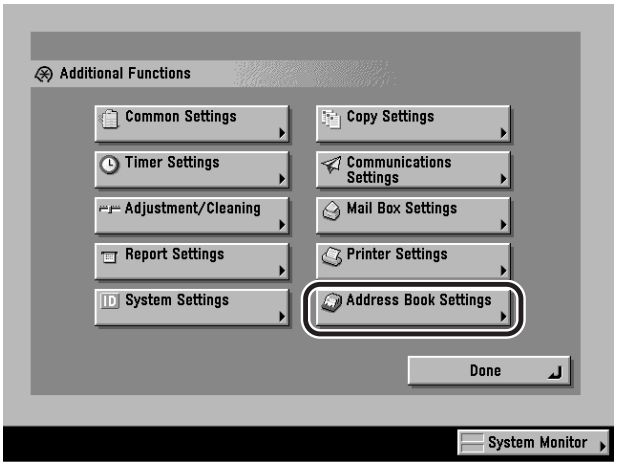
If you register a destination in the Address Book, you can save yourself the effort of entering the destination every time it is used. That destination can also be selected from the Address Book for use in any other customized setting.

NOTE

If the optional Super G3 FAX Board is installed, fax numbers can also be stored in the Address Book. For instructions on storing fax numbers, see Chapter 10, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.

E-Mail Addresses

1 Press (Additional Functions) → [Address Book Settings].



If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

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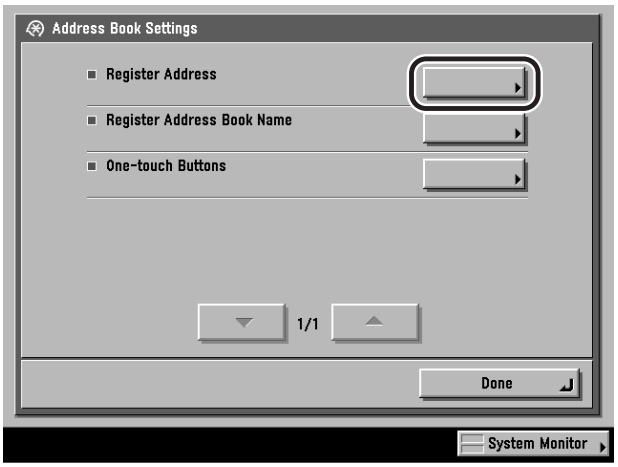
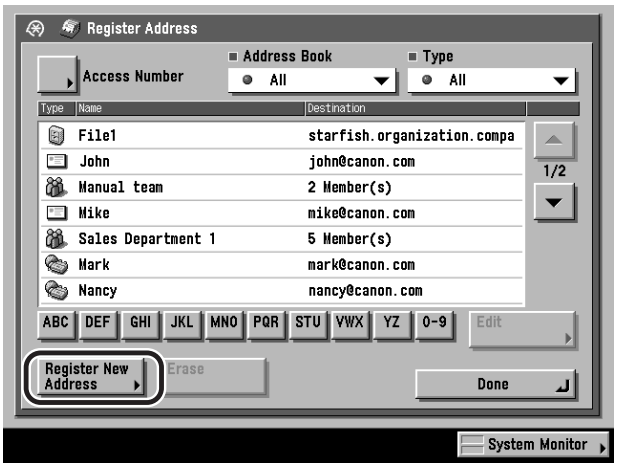
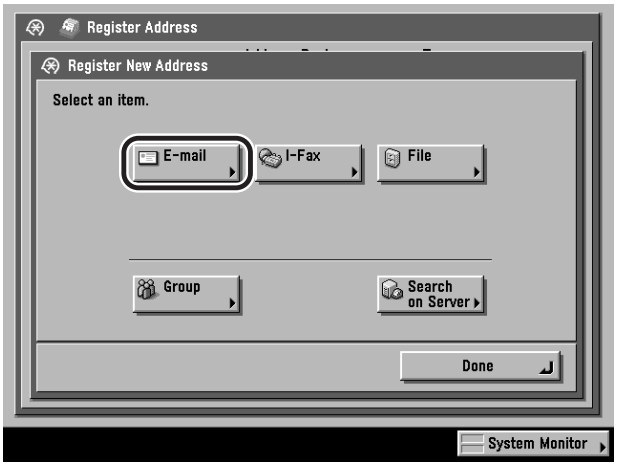
2 Press [Register Address].



3 Press [Register New Address].



4 Press [E-mail].



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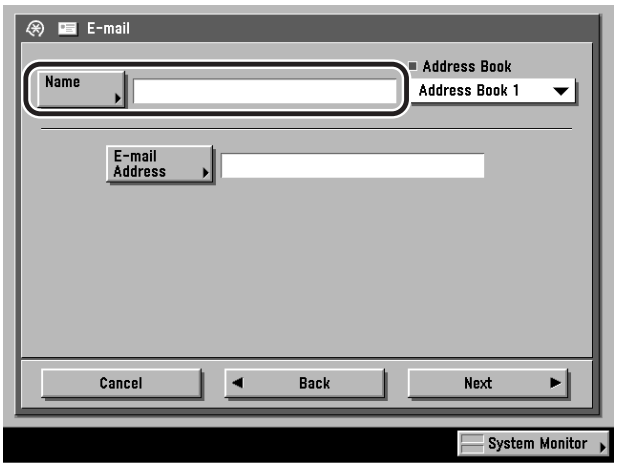
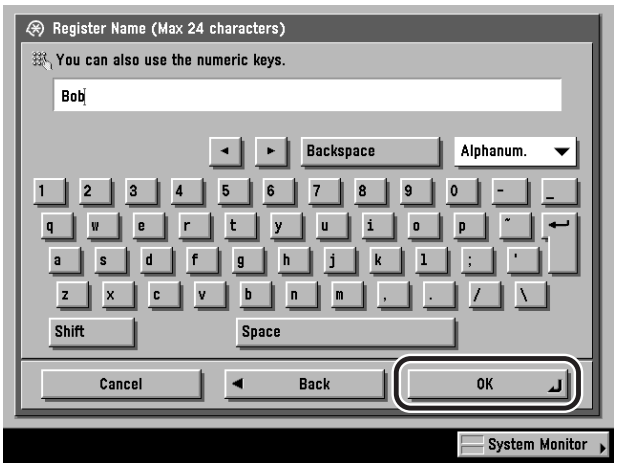
5 Press [Name].



6 Enter a name for the e-mail address → press [OK].



You can enter up to 24 characters for the name.

If you press [Shift], the entry mode changes to the upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

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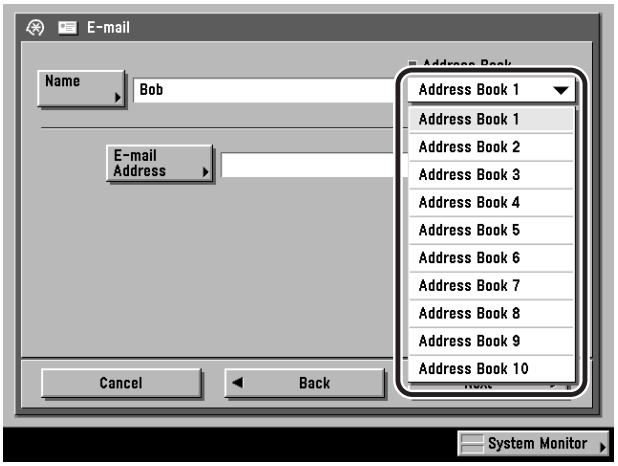
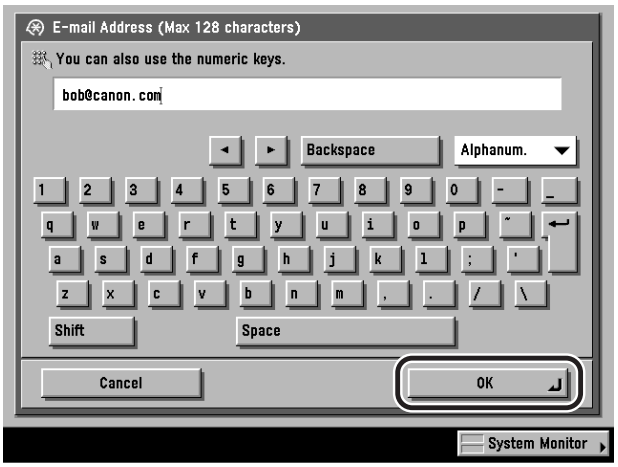
7 Press the Address Book drop-down list → select one of the numbered subaddress books.



Address Books 1 to 10 are used to divide the Address Book into 10 parts, called subaddress books. This is a convenient way to classify destinations.

The e-mail address that you enter will be stored in the subaddress book that you select here.

8 Press [E-mail Address] → enter the e-mail address → press [OK].



You can enter up to 128 characters for the e-mail address.

If you press [Shift], the entry mode changes to the upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

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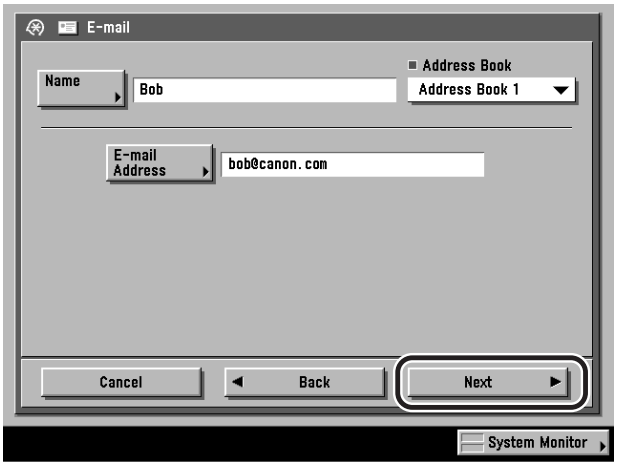
9 Finish storing the address.

● If Access Number Management is set to 'On':

❑ Press [Next].



❑ Enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].

The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for this e-mail address, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

The display returns to the Register New Address Screen.

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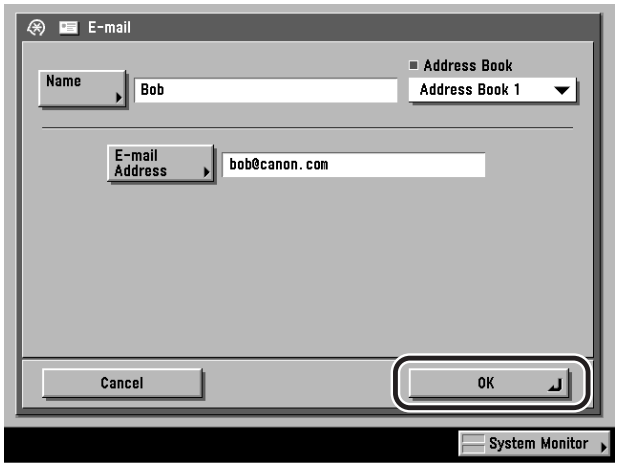
● **If Access Number Management is set to 'Off':**

❑ Press [OK].



The display returns to the Register New Address screen.

NOTE

- To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- If there is any required setting for storing destinations that has not been set, the screen for specifying the setting is displayed.

10 Press [Done] repeatedly until the Send Basic Features screen appears.

I-Fax Addresses

1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 9-5.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

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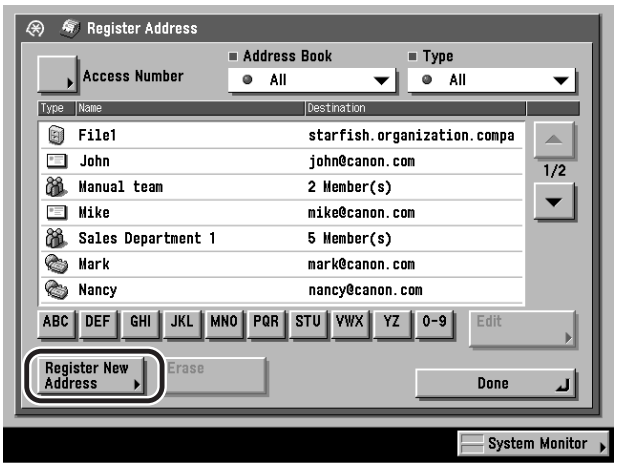
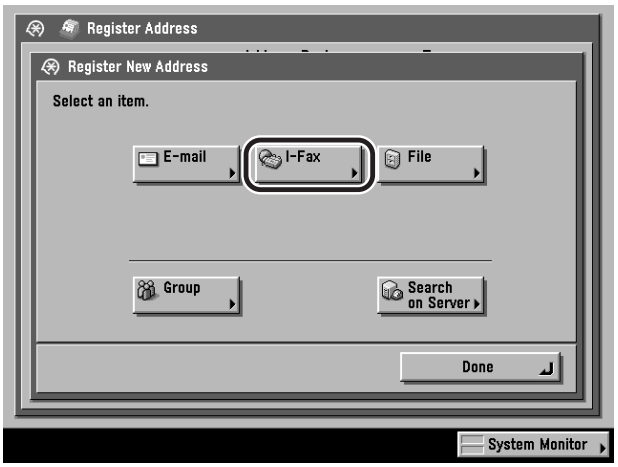
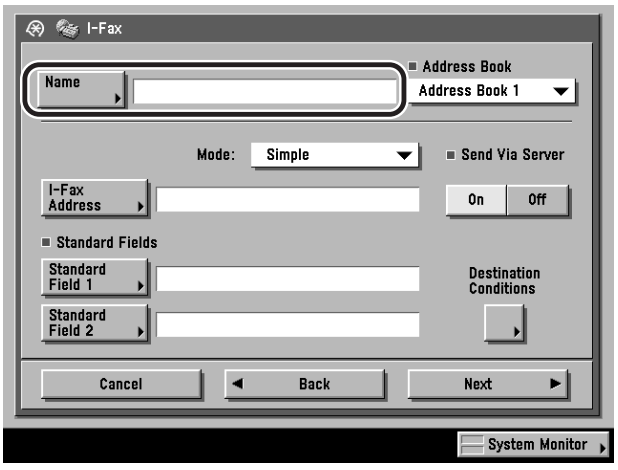
2 Press [Register New Address].



3 Press [I-Fax].



4 Press [Name].



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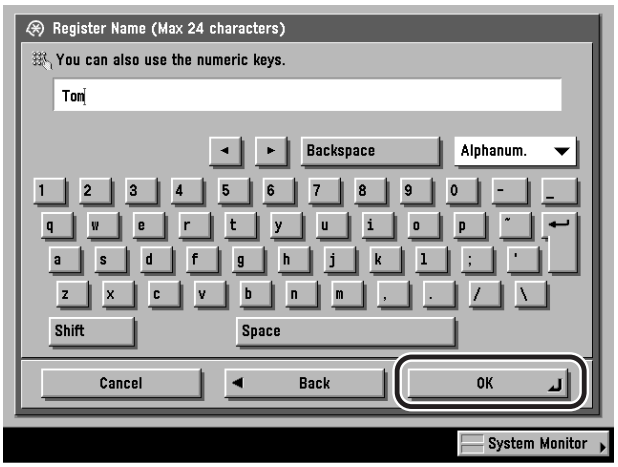
5 Enter a name for the I-fax address → press [OK].

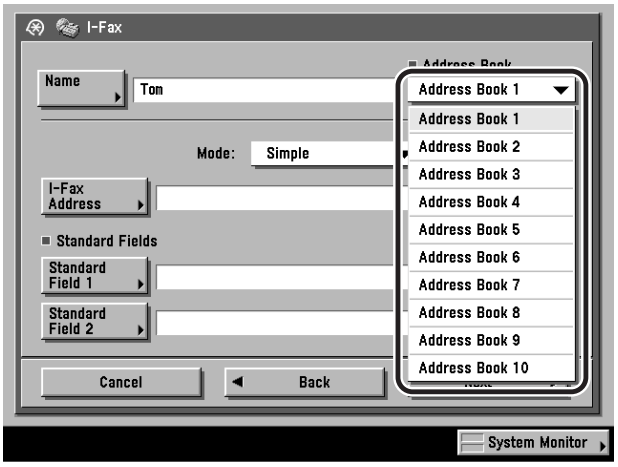


You can enter up to 24 characters for the name.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

6 Press the Address Book drop-down list → select one of the numbered subaddress books.



Address Books 1 to 10 are used to divide the Address Book into 10 parts, called subaddress books. This is a convenient way to classify destinations.

The I-fax address that you enter will be stored in the subaddress book that you select here.

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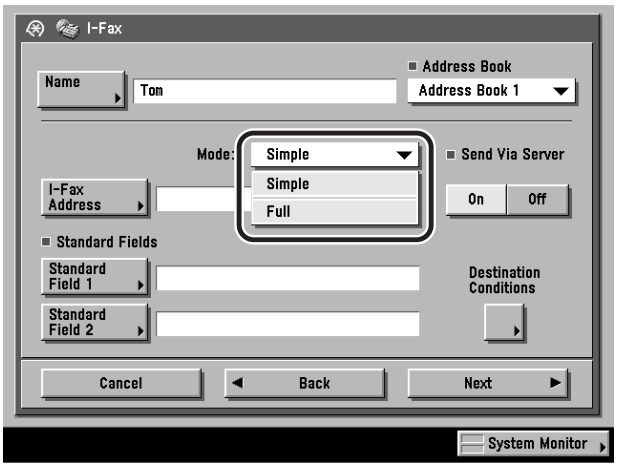
7 Press the Mode drop-down list → select [Simple] or [Full].



[Simple]: Sends scanned data as an image via the Internet.

[Full]: Sends scanned data as an image via the Internet, and enables you to receive a delivery confirmation message telling you whether your I-fax was sent successfully.

NOTE

- In order for you to receive a confirmation message telling you the delivery status of your I-fax document, the recipient's machine must have I-fax capabilities and be compatible with the Full mode.
- If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for result...> on the Status screen until the time set for Full Mode TX Timeout in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <->.

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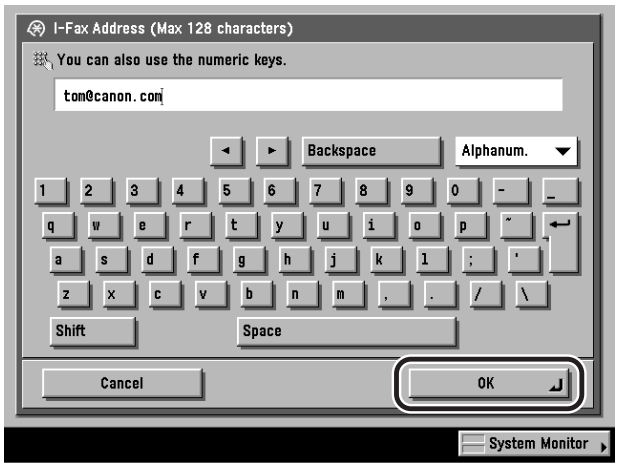
8 Press [I-Fax Address] → enter the I-fax address → press [OK].



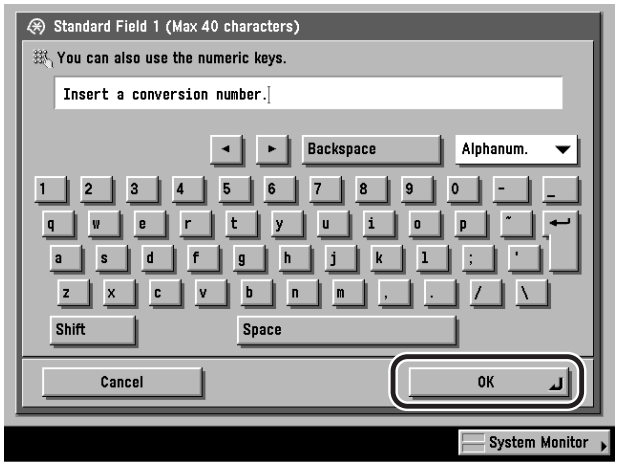
You can enter up to 128 characters for the I-fax address.

If you press [Shift], the entry mode changes to the upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

NOTE

If you do not send documents via a server, and if the recipient's IP address is not registered with a DNS server, enter a domain name in the following format: (user)@(the recipient's IP address).

9 Press [Standard Field 1] and [Standard Field 2] → enter their respective standard fields → press [OK].



Standard Field 1 and Standard Field 2 are settings required for using an Internet fax service. For details, contact your service provider.

If you do not use an Internet fax service, this step is not necessary.

[Standard Field 1]: You can enter up to 40 characters.

[Standard Field 2]: You can enter up to 16 characters.

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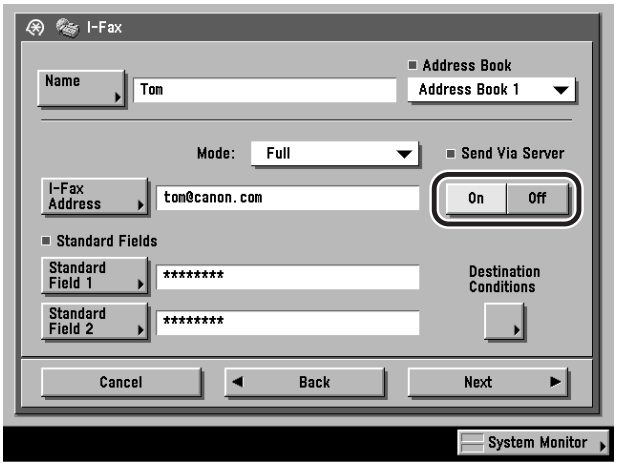
NOTE

After pressing [OK], the standard field that you entered appears as asterisks (********) on the I-fax settings screen.

10 Select [On] or [Off] for <Send Via Server>.



[On]: Sends documents via a server. You can send documents to destinations via the Internet in the same way as e-mail.

[Off]: Does not send documents via a server. You can send large amounts of image data to a recipient within the same LAN (Local Area Network) environment without placing a burden on the mail server. This enables you to send documents quickly and directly to the recipient. To use this setting, it is necessary to set up an MX (Mail eXchange) record on the DNS server. Ask your System Manager whether this type of sending is possible before you set Send Via Server to 'Off'.

If you specify the Standard Field settings, set Send Via Server to 'On'.

NOTE

The Send Via Server setting is available only if <Use Send Via Server> is set to 'On' on the E-mail/I-Fax Settings screen. To access this screen, press (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax Settings]. If <Use Send Via Server> is set to 'Off', <Send Via Server> is grayed out, and the I-fax jobs are always sent via the server. (See "E-Mail/I-Fax Settings," on p. 10-4.)

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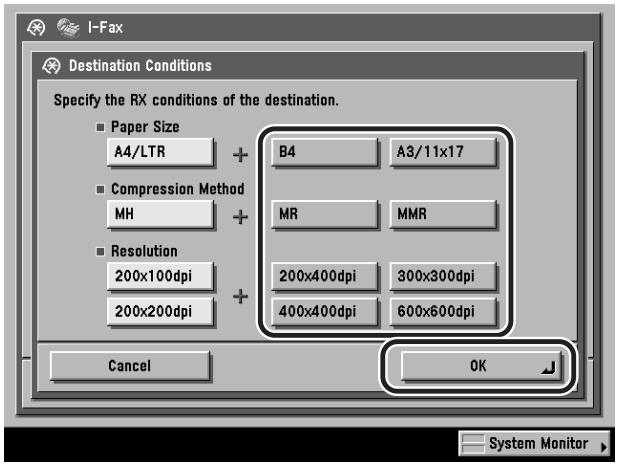
11 Press [Destination Conditions] → specify the receiving conditions of the destination → press [OK].



The following conditions are always selected:

- Paper Size: A4/LTR
- Compression Method: MH
- Resolution: 200 x 100 dpi, 200 x 200 dpi

LTR, LGL, and STMT are included in [LTR].

IMPORTANT

Set the destination conditions according to the specification of the recipient's machine. An error may occur if you set conditions that the recipient cannot use.

NOTE

Available compression methods are:

- MH (Modified Huffman) – a coding system that horizontally scans and compresses extended areas of white and black dots.
- MR (Modified Read) – a coding system that horizontally and vertically scans and compresses white and black areas. Faster than MH.
- MMR (Modified Modified Read) – an adaptation of Modified Read, originally for use in digital machines. Faster than MR.

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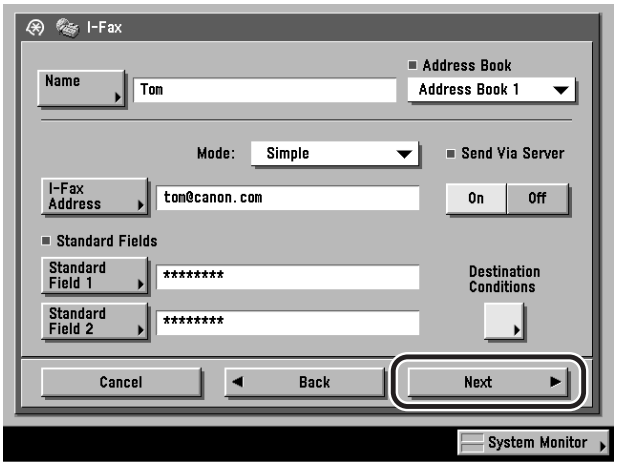
12 Finish storing the address.

● If Access Number Management is set to 'On':

❑ Press [Next].



❑ Enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].

The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for this I-fax address, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

The display returns to the Register New Address screen.

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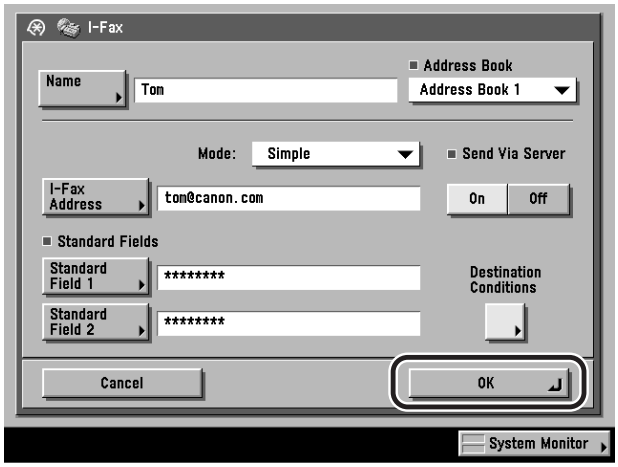
● **If Access Number Management is set to 'Off':**

❑ Press [OK].



The display returns to the Register New Address screen.

NOTE

- To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- If there is any required setting for storing destinations that has not been set, the screen for specifying the setting is displayed.

13 Press [Done] repeatedly until the Send Basic Features screen appears.

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File Server Addresses

NOTE

- For examples of the settings needed to send to a file server, see the *Network Guide*.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can enter up to 24 characters for the file server name.
- You can enter up to 128 characters for the host name and file path.
- You can input the user name as follows:
  - If FTP is selected:
    Up to 24 characters
  - If Windows (SMB) is selected:
    When inputting the user name: Up to 20 characters
    When inputting domain name\user name: Domain name: Up to 15 characters, User name: Up to 20 characters
    When inputting for UPN: Up to 128 characters
  - If NetWare (IPX) is selected:
    Up to 24 characters
- UPN (User Principal Name) can be used only if you are sending to a computer belonging to a domain operated with Active Directory.
- Up to 24 characters (14 characters when Windows (SMB) is selected) can be entered for the password.

1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 9-5.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

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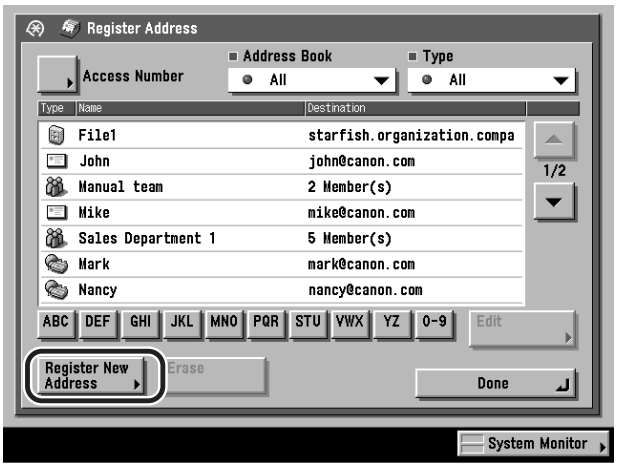
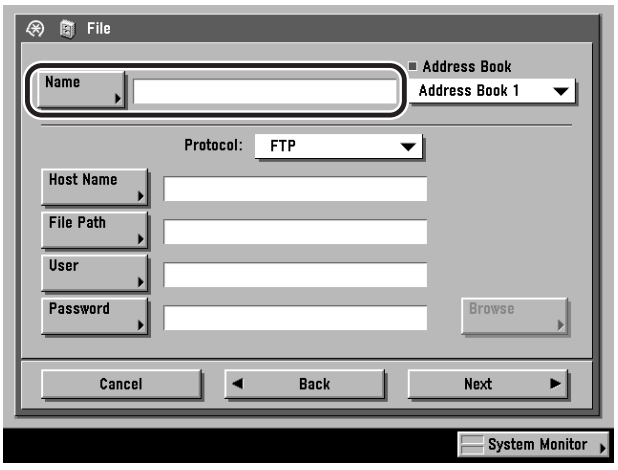
2 Press [Register New Address].



3 Press [File].

4 Press [Name].



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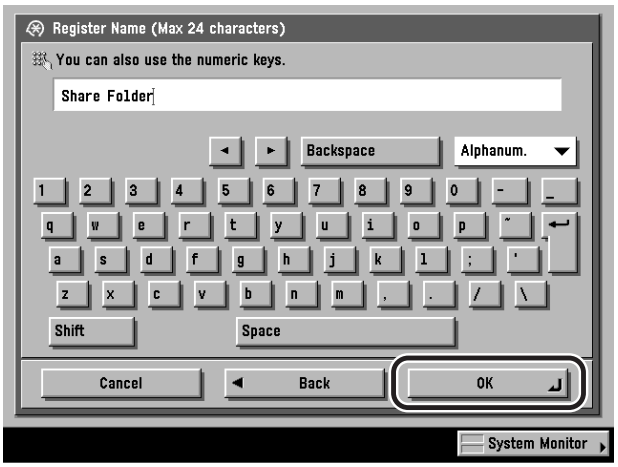
5 Enter a name for the file server address → press [OK].

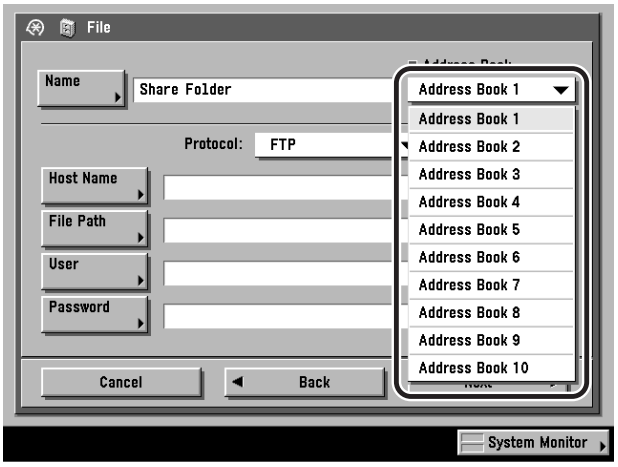


You can enter up to 24 characters for the name.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

6 Press the Address Book drop-down list → select one of the numbered subaddress books.



Address Books 1 to 10 are used to divide the Address Book into 10 parts, called subaddress books. This is a convenient way to classify destinations.

The file server address that you enter will be stored in the subaddress book that you select here.

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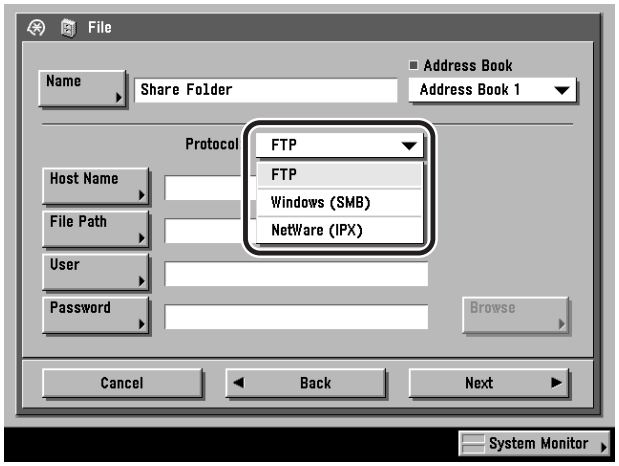
7 Press the Protocol drop-down list → select the desired protocol.



The following protocols may be used:

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Server 4.0 under Windows NT Server 4.0, Internet Information Services 5.0 under Windows 2000 Server, or Internet Information Services 5.1 under Windows XP Professional.

[Windows (SMB)]: Select this protocol if you are sending documents to a computer running Windows NT 4.0 or Windows 95/98/Me/2000/XP.

[NetWare (IPX)]: Select this protocol if you are sending documents to a computer running Novell NetWare 3.2 or later.

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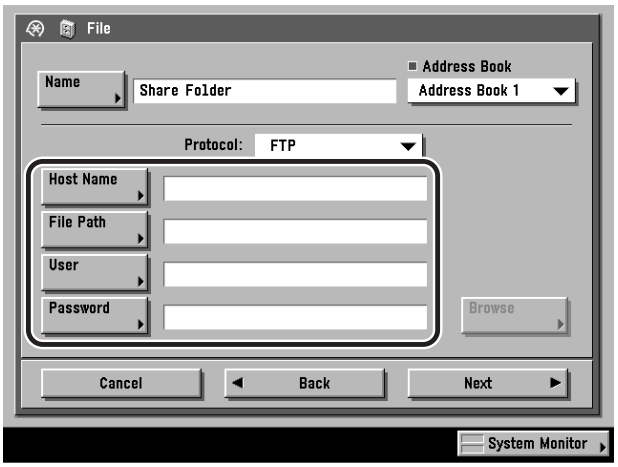
8 Set [Host Name], [File Path], [User], and [Password].



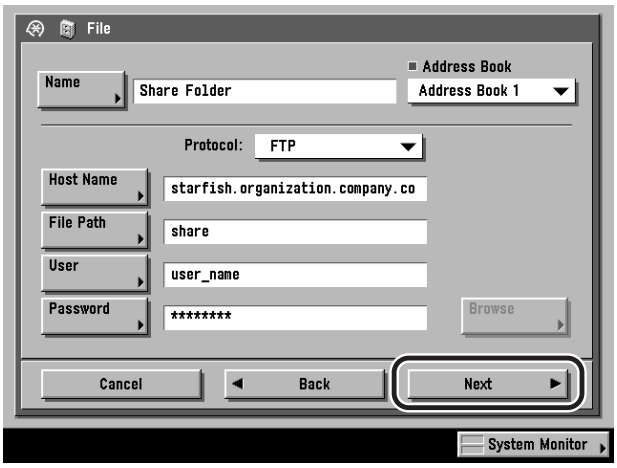
NOTE

For instructions on specifying each of the settings for FTP, Windows (SMB), and NetWare (IPX), see "Specifying a File Server," on p. 2-13.

9 Finish storing the address.

● If Access Number Management is set to 'On':

❑ Press [Next].



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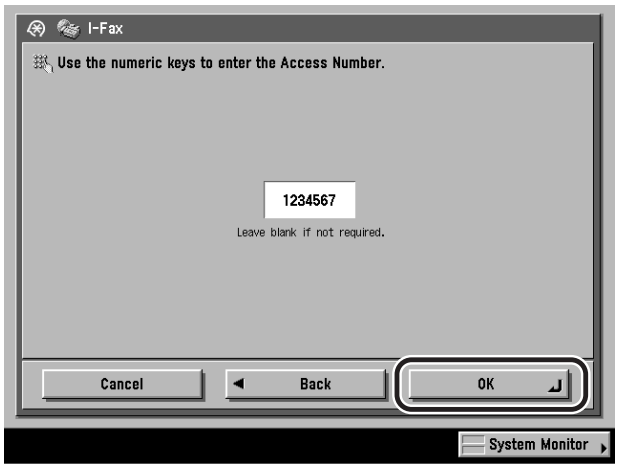
❑ Enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].



The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for this files server address, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

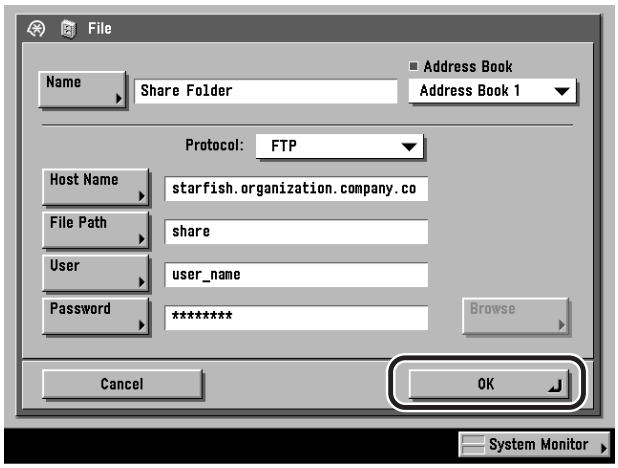
Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

The display returns to the Register New Address Screen.

● If Access Number Management is set to 'Off':

❑ Press [OK].



The display returns to the Register New Address screen.

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NOTE

- To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- If there is any required setting for storing destinations that has not been set, the screen for specifying the setting is displayed.

10 Press [Done] repeatedly until the Send Basic Features screen appears.

Group Addresses

The Group Address feature enables you to create a group of up to 256 stored destinations as a single destination.

IMPORTANT

If you want to store a group address, the destinations must be stored beforehand, such as e-mail addresses and file servers.

NOTE

- If you want to store a group address, you can only select destinations that are registered in the same subaddress book.
- If the optional Super G3 FAX Board is installed, fax numbers can also be stored in a group address along with e-mail addresses, I-fax addresses, and file server addresses. For instructions on storing this type of addresses, see Chapter 10, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.

1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 9-5.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

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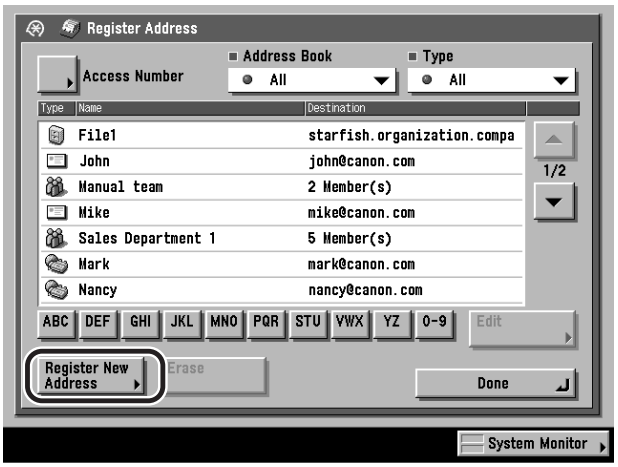
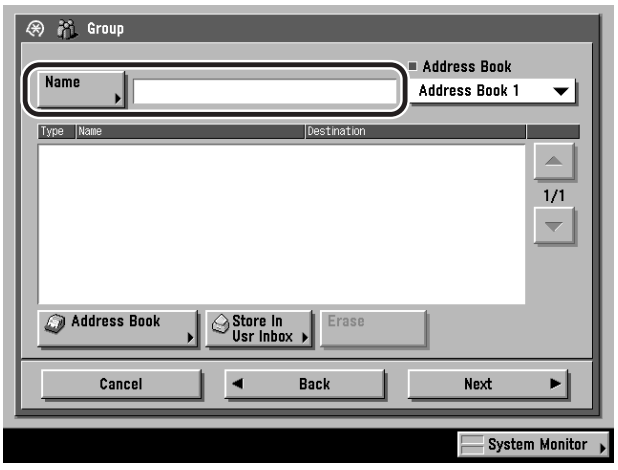
2 Press [Register New Address].



3 Press [Group].

4 Press [Name].



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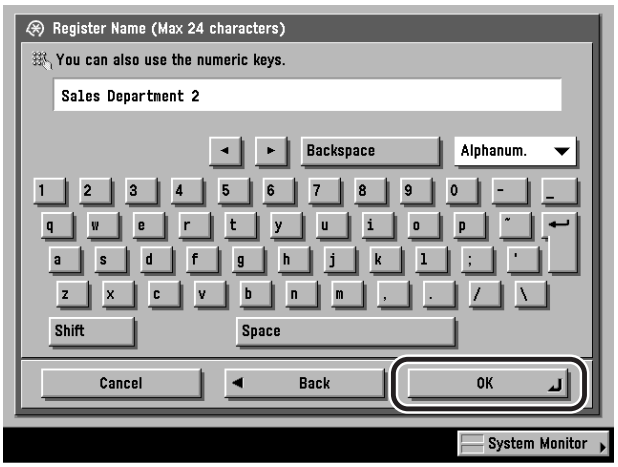
5 Enter a name for the group address → press [OK].

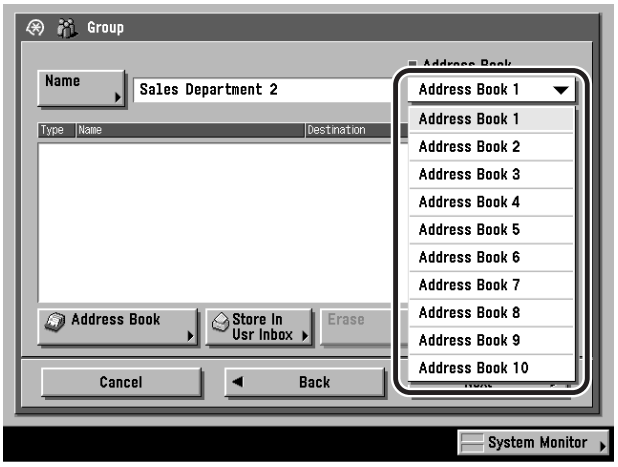


You can enter up to 24 characters for the name.

NOTE

- For instructions on entering characters on the touch panel display, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

6 Press the Address Book drop-down list → select one of the numbered subaddress books.



Address Books 1 to 10 are used to divide the Address Book into 10 parts, called subaddress books. This is a convenient way to classify destinations.

The group address that you enter will be stored in the subaddress book that you select here.

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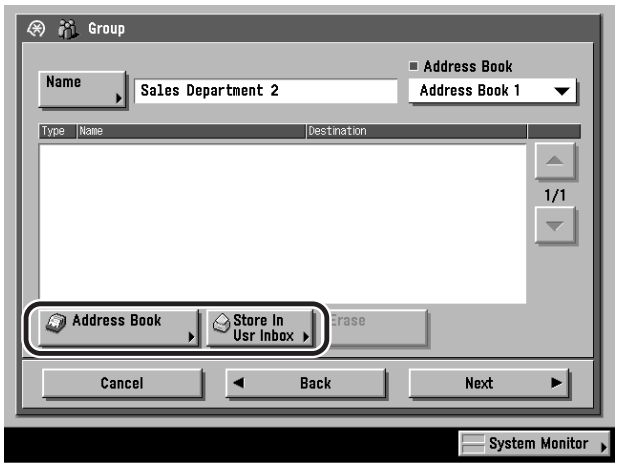
7 Select [Address Book] or [Store In Usr Inbox].



To store destinations in a group address, those destinations must be stored in the subaddress book that contains the group address.

You cannot store destinations from different subaddress books in the group address. For example, you cannot store e-mail addresses from Address Book 1 and file server addresses from Address Book 2 into the same group address.

- **If you select [Address Book], and if Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

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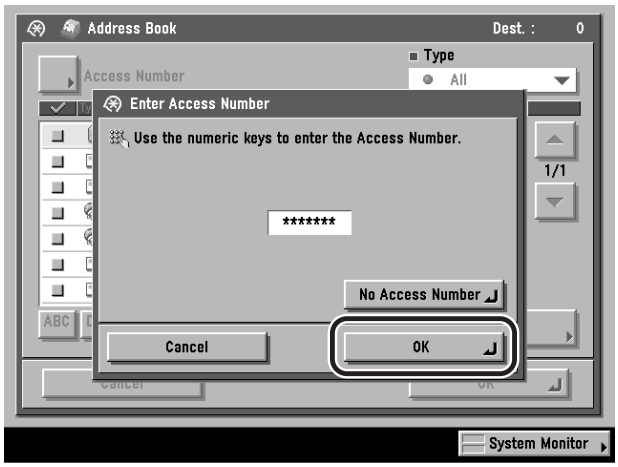
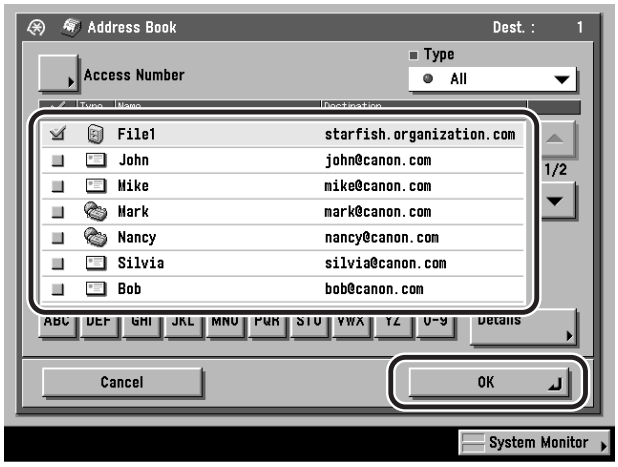
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destination → press [OK].



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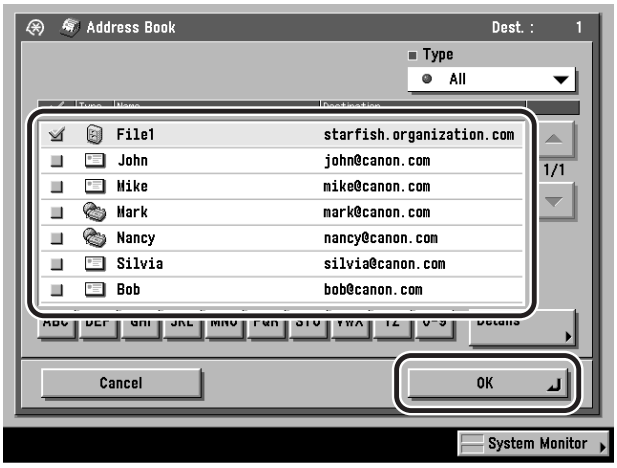
- **If you select [Address Book], and Access Number Management is set to 'Off', and the destination is not stored with an access number or in a private address book:**

  ❑ Select the destination → press [OK].



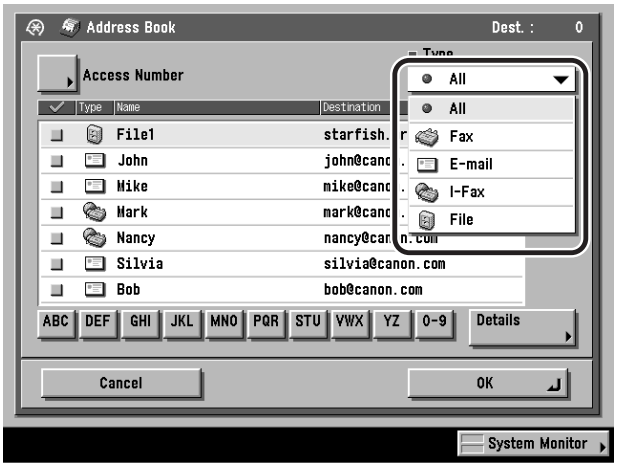
To cancel a selected destination, select the destination once more to clear the check mark.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination to be selected is not displayed, press [▼] or [▲] to scroll to the desired destination.

If the optional Super G3 FAX Board is installed, you can also display fax numbers.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.



Super G3 FAX Board is installed.

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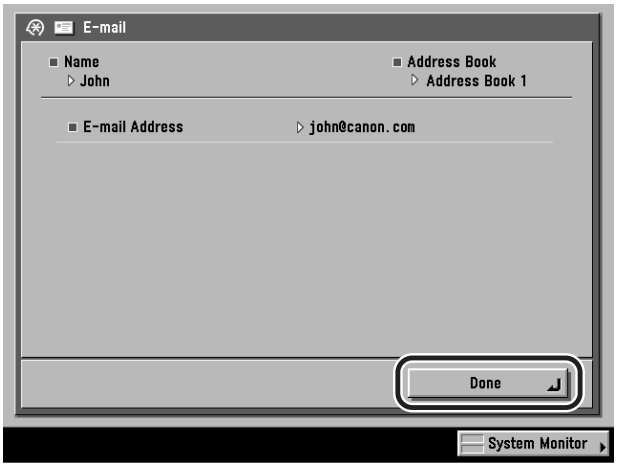
You can select a destination and press [Details] to display the screen shown below. This enables you to confirm the detailed information related to the selected destinations. Press [Done] to return to the previous screen.



Repeat step 7 to add other destinations.

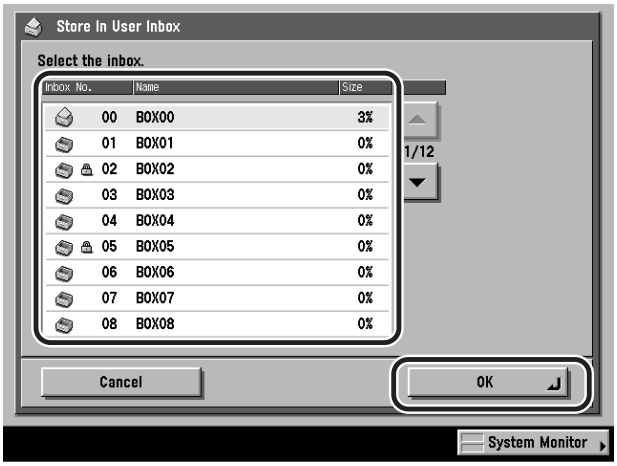
The destination you have stored is listed.

NOTE

To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)

● If you select [Store In Usr Inbox]:

❑ Select the User Inbox in which to store the document from the Inbox Selection screen → press [OK].



User Inboxes specified as destinations correspond to the inboxes that appear on the Inbox Selection screen for the Mail Box function.

If the User Inbox to be selected is not displayed, press [▼] or [▲] to scroll to the User Inbox.

Repeat step 7 to add other types of destinations.

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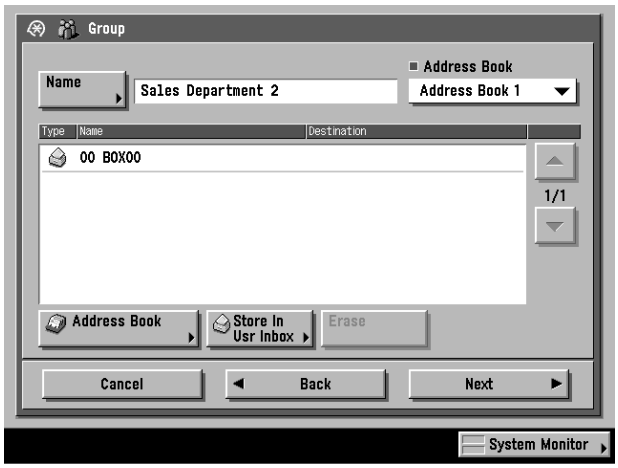
The selected User Inbox is displayed and listed.

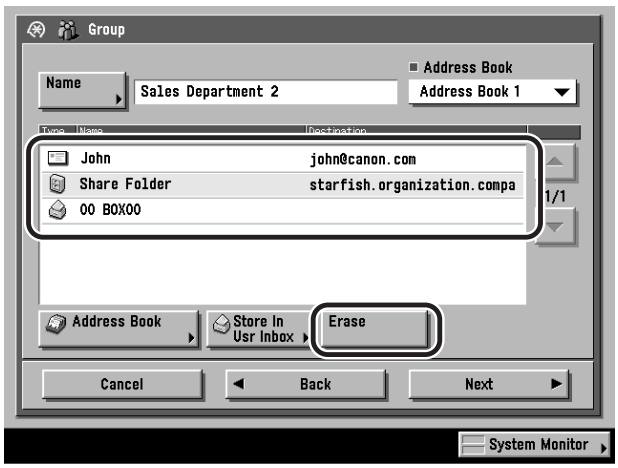


NOTE

Only one User Inbox can be stored in a group address.

● To erase a destination:

❑ Select an address in the group → press [Erase].



If the destination to be selected is not displayed, press [▼] or [▲] to scroll to the destination.

The selected destination is erased.

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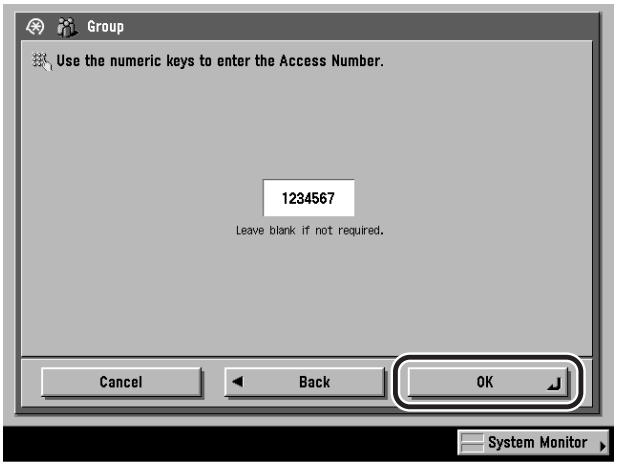
8 Finish storing the address.

● If Access Number Management is set to 'On':

❑ Press [Next].

❑ Enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].



The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for this group address, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

The display returns to the Register New Address Screen.

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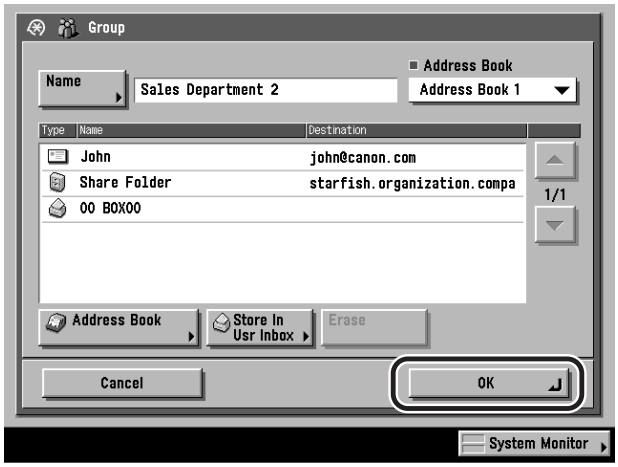
● **If Access Number Management is set to 'Off':**

❑ Press [OK].



The display returns to the Register New Address screen.

NOTE

- To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- If there is any required setting for storing destinations that has not been set, the screen for specifying the setting is displayed.

9 Press [Done] repeatedly until the Send Basic Features screen appears.

Address Obtained via a Server

You can store an address that is obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

NOTE

- You may have to set up the LDAP servers beforehand, depending on the network environment.
- For more information on LDAP servers, see "LDAP Server Settings," on p. 10-66.
- Only names and e-mail addresses are displayed as the search results from the LDAP server. (If the optional Super G3 FAX Board is installed, fax numbers are also displayed.)
- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)

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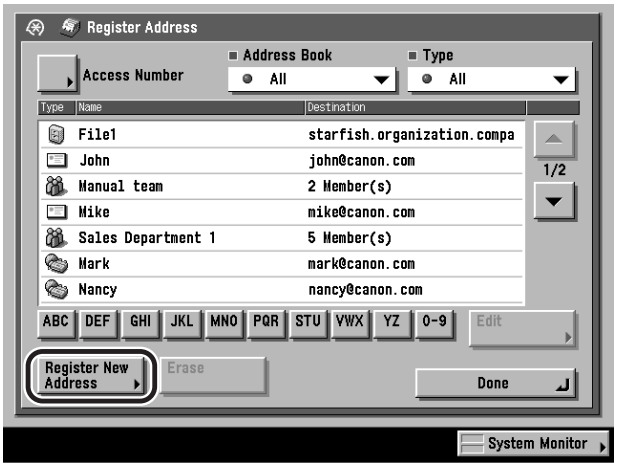
1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 9-5.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

2 Press [Register New Address].



3 Press [Search on Server].

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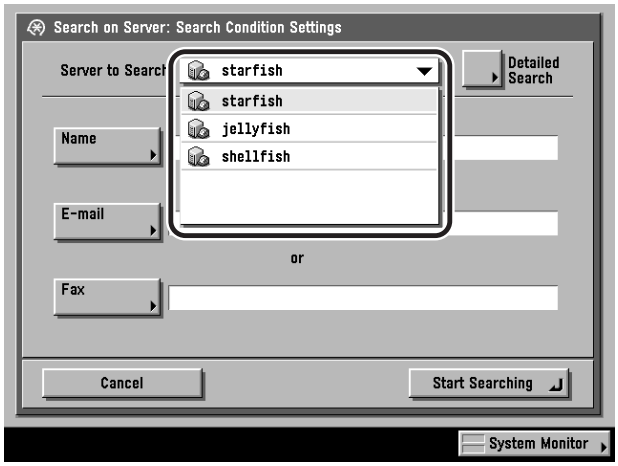
4 Press the Server to Search drop-down list → select the desired server to search.



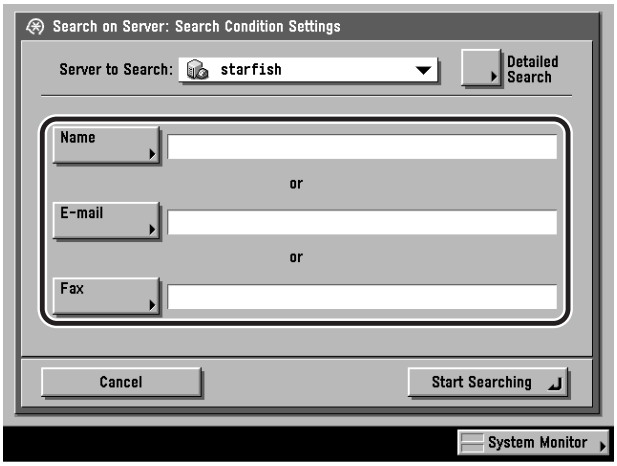
5 Specify the search criteria.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you want to search for a destination that is registered with an e-mail address and a fax number, you can search for the e-mail address by entering the fax number as the search criterion.

● To use Simple Search:

❑ Press [Name], [E-mail], or [Fax] → enter the name, e-mail address, or fax number for which to search → press [OK].



You can enter up to 128 characters for the name, e-mail address, or fax number.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.

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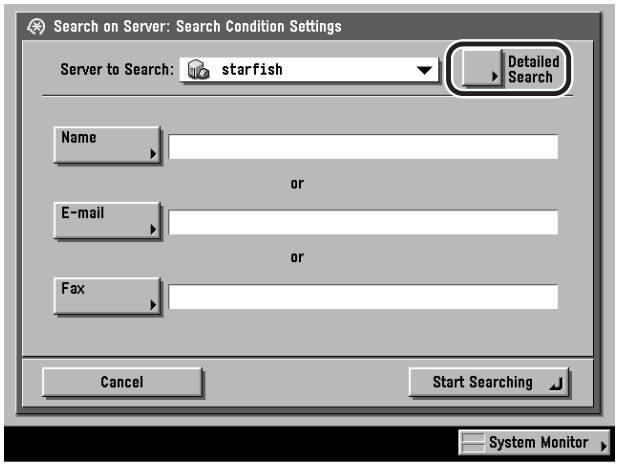
The search criteria boxes that are not filled out, are not searched.

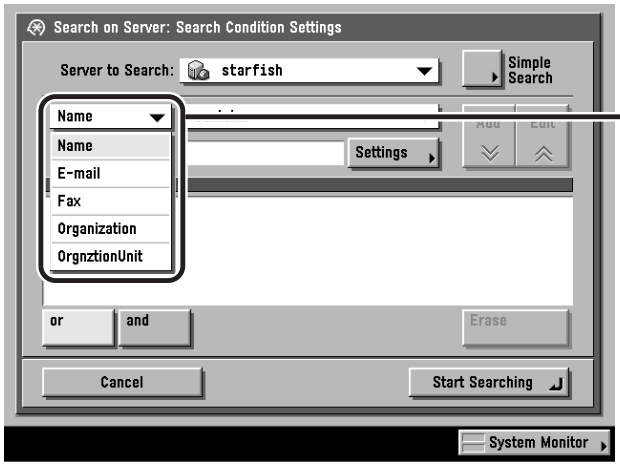
To make a more detailed search with multiple search conditions, press [Detailed Search], and follow the directions below. The search criteria you entered for Simple Search are continuously used in Detailed Search.

● To use Detailed Search:

❑ Press [Detailed Search].



❑ Press the search category drop-down list → select the desired search category.



The available search categories are:

[Name]:	Search by name.
[E-mail]:	Search by e-mail address.
[Fax]:	Search by fax number.
[Organization]:	Search by organization name.
[OrgnztionUnit]:	Search by organizational unit (e.g., departments in an organization).

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For example, if you want to enter the location to start searching on the directory tree of the LDAP Server, and ou=salesdept, o=canon, c=jp is the distinguished name in the directory, enter the organization/organizationUnit of the user as follows:

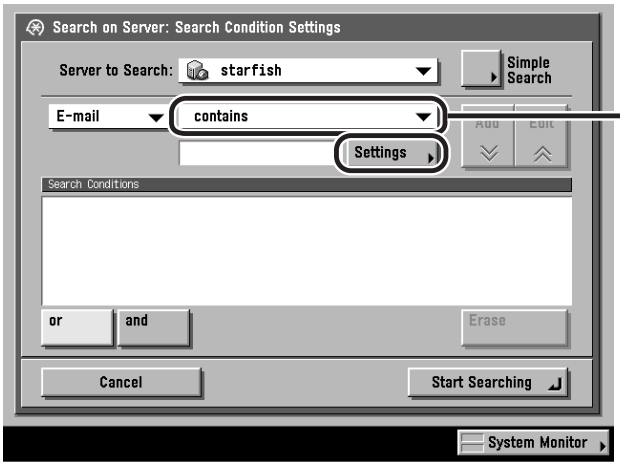
organizationUnit=salesdept

organization=canon

NOTE

- The organization/organizationUnit can be used as search categories only if the information has been registered on the LDAP server.
- A Detailed Search by organization/organizationUnit may not be performed depending on whether the attribute types have been registered on the LDAP server, and the type of application on the server, such as Windows 2000 Server with Active Directory.

❑ Press the search condition drop-down list → select the desired search condition → press [Settings].



The available search conditions are:

[contains]:	The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
[does not contain]:	The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.
[equals]:	The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.
[differs from]:	The result must be different from the name, e-mail address, fax number, organization, or organizational unit that you entered.
[begins with]:	The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.
[ends with]:	The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

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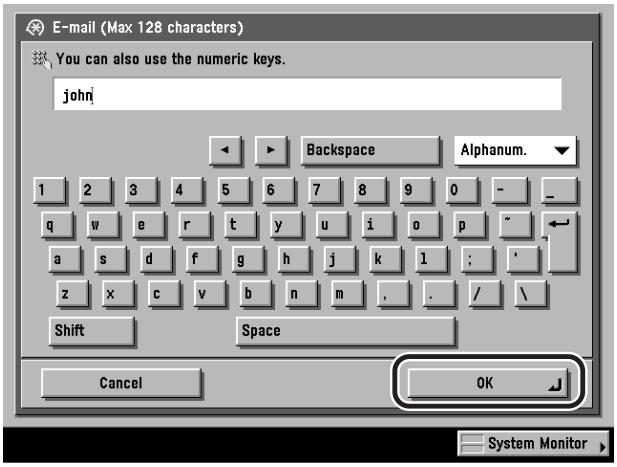
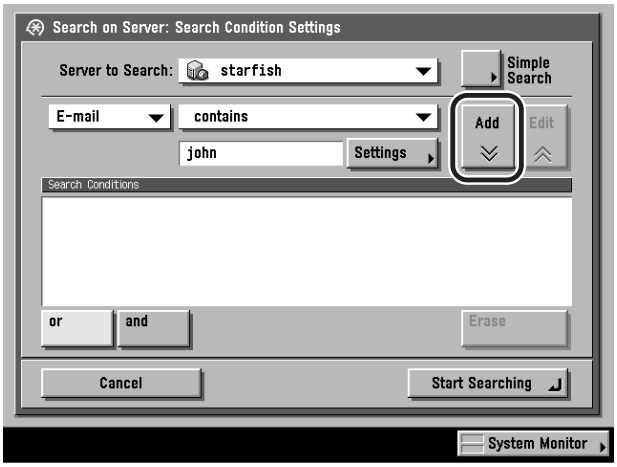
❑ Enter the search criteria → press [OK].



You can enter up to 128 characters for the search criteria.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.

❑ Press [Add].



To continue adding more search criteria, press [or] or [and] → repeat step 5.

[or]: The machine searches and returns a result for either of the specified search criteria.

[and]: The machine searches and returns a result for all of the specified search criteria.

To edit the contents of search criteria, select the search criterion that you want to edit → press [Edit] → [Settings]. To delete search criteria, select the criterion that you want to erase → press [Erase].

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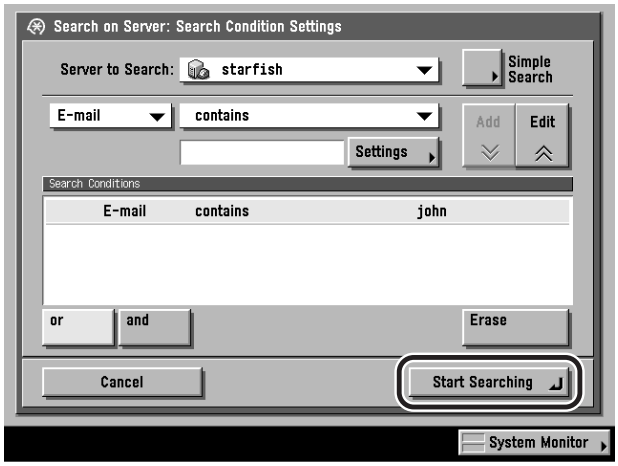
NOTE

- You can specify up to four different search criteria at a time.
- If you specify three or more search criteria, you cannot use both [or] and [and] together.
- If you press [Simple Search] after specifying search criteria on the Detailed Search screen, the display changes to the Simple Search screen, and the specified detailed search criteria are deleted.

6 Press [Start Searching].



To cancel searching, press [Cancel].

To cancel searching while the machine is searching for your criteria, press [Cancel]. If the machine finds some results before you press [Cancel], these search results are displayed.

IMPORTANT

The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings (from the Additional Functions screen). If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria. (See "LDAP Server Settings," on p. 10-66.)

NOTE

If you press [Start Searching] without specifying any search criteria, all the addresses stored on the LDAP server are displayed.

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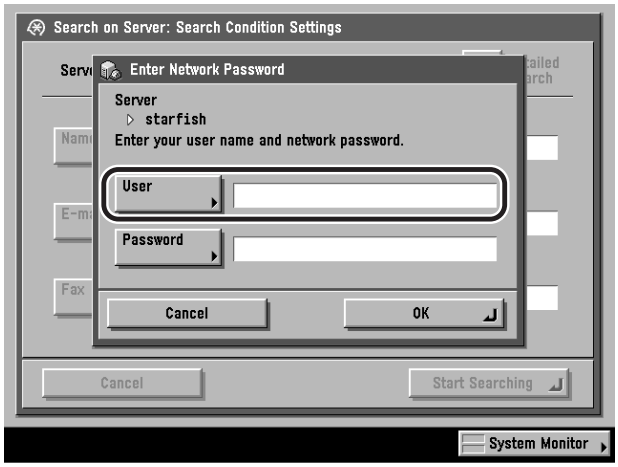
● If the screen below is displayed:

❑ Press [User] → enter the user name → press [OK].



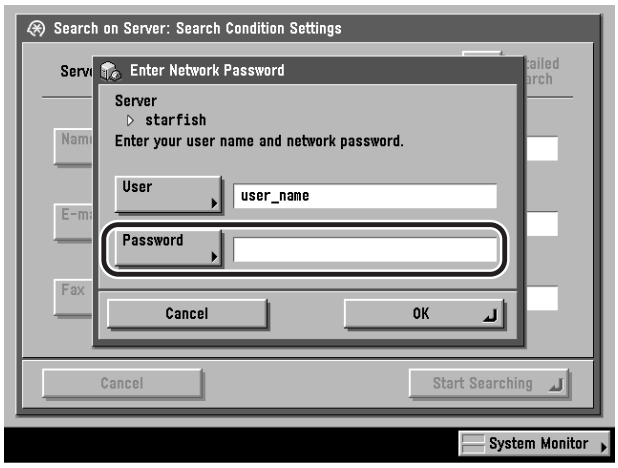
You can enter up to 128 characters for the user name.

The login screen is displayed if either one of the following is true:

If Login Information in Register LDAP Server in System Settings (from the Additional Functions screen) is set to 'Use', and <Display authentication dialog when searching> is set to 'On'.

If the user name, password, and domain name specified in Register LDAP Server in System Settings (from the Additional Functions screen) are incorrect.

❑ Press [Password] → enter the password → press [OK].



You can enter up to 24 characters for the password.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.

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NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.
- After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen.

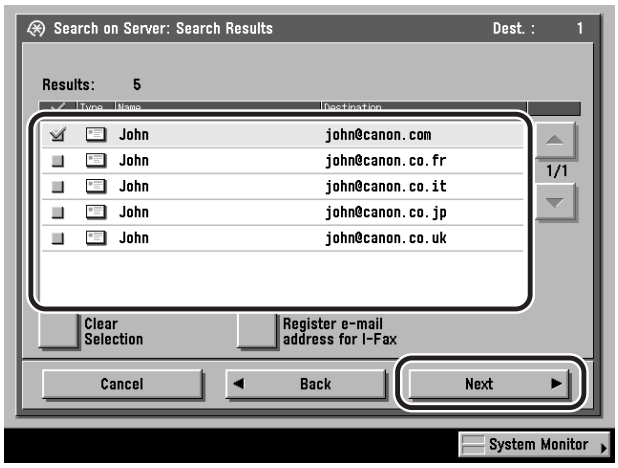
❑ Verify the settings → press [OK].

The search results are displayed.

IMPORTANT

The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings (from the Additional Function screen). If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search conditions. (See "LDAP Server Settings," on p. 10-66.)

7 Select the destination that you want to store in the Address Book from the search results → press [Next].



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To continue searching, press [Back].

You can select multiple destinations.

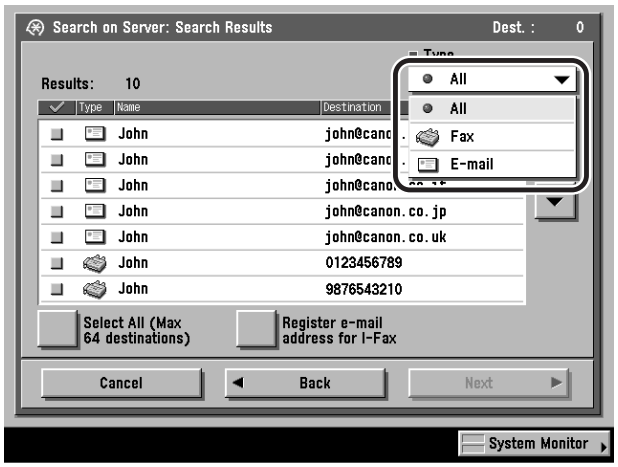
If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can register the selected e-mail address for an I-fax address by pressing [Register e-mail address for I-Fax]. To register e-mail addresses for I-fax addresses, register one e-mail address at a time.

If you want to select the first 64 destinations, press [Select All (Max 64 destinations)]. (If a destination is selected, the key changes to [Clear Selection].)

If the optional Super G3 FAX Board is installed, fax addresses that meet the specified search criteria are also displayed.

If the optional Super G3 FAX Board is installed, you can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.



Super G3 FAX Board is installed.

NOTE

To cancel a selected destination, select the destination again to clear the check mark.

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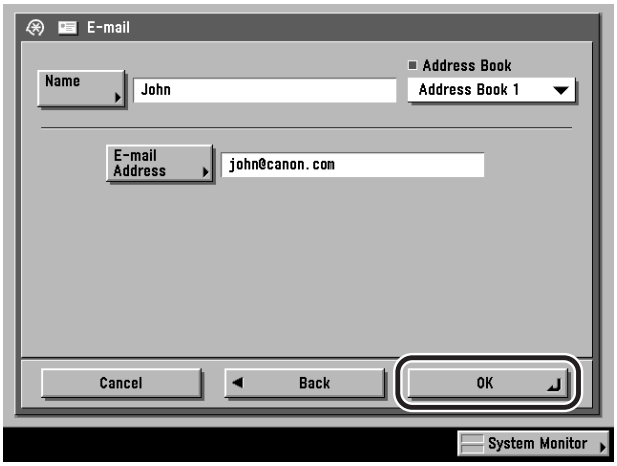
8 Store the selected destination.

- **If only one destination is selected:**

  ❑ Verify the address → press [OK].



If necessary, edit the contents of the address.

- **If you want to store the destination with an access number, and the Access Number Management setting is set to 'On':**

  ❑ Press [Next].

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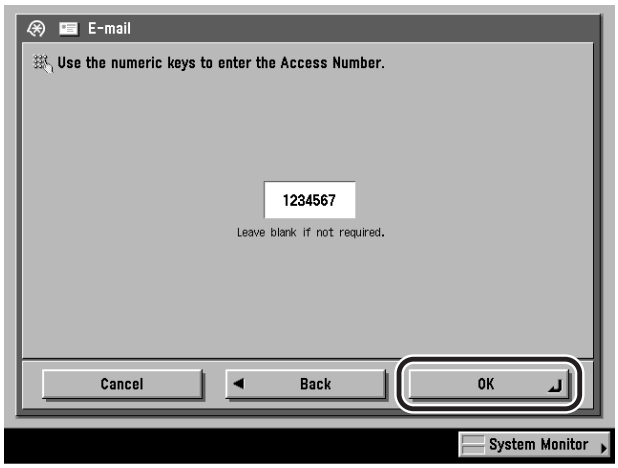
❑ Enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].



The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for this address, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

The display returns to the Register New Address screen.

NOTE

To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)

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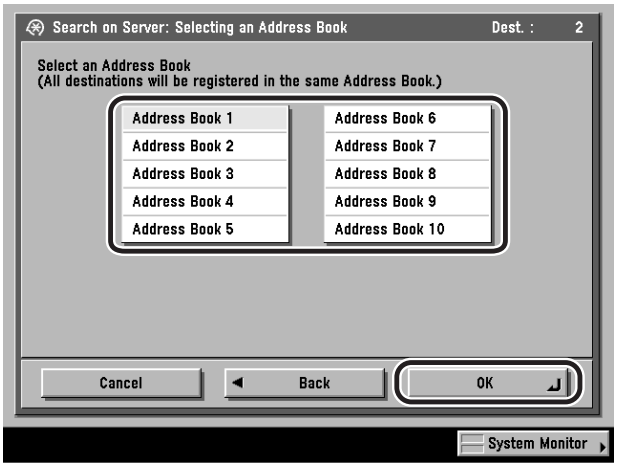
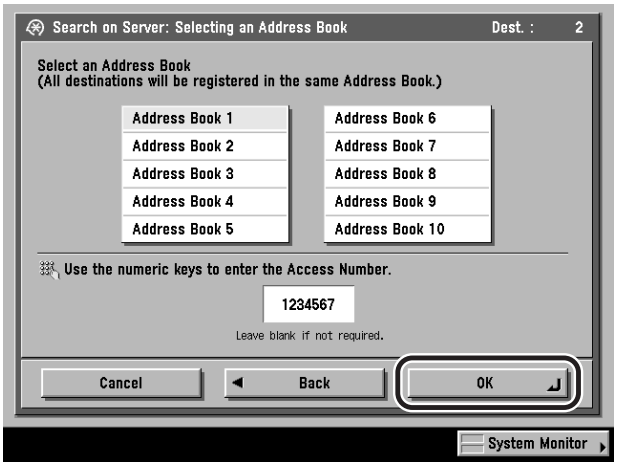
● If multiple destinations are selected:

❑ Select the subaddress book to store the addresses in → press [OK].



If the subaddress book is stored with an access number, and the Access Number Management setting is set to 'On', enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].



The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for these addresses, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

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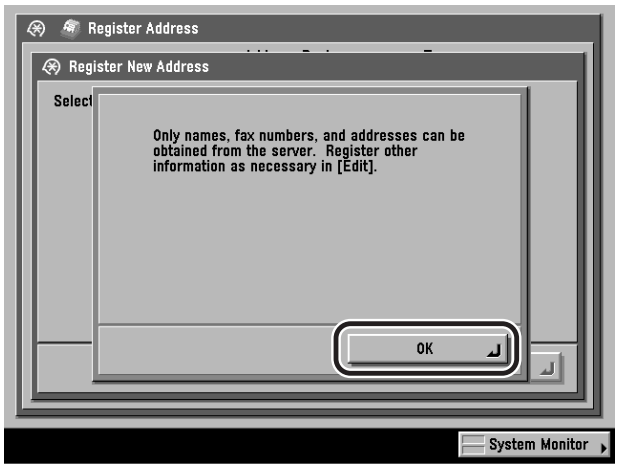
❑ Read the displayed message → press [OK].


Register Address
Register New Address
Select
Only names, fax numbers, and addresses can be obtained from the server. Register other information as necessary in [Edit].
OK
System Monitor

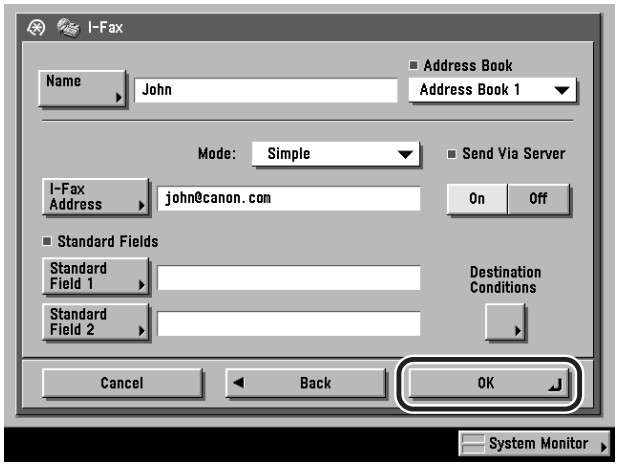
The display returns to the Register New Address screen.

NOTE

- The maximum number of destinations that can be selected at one time is 64.
- To display [Access Number], set the Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)

● If you want to register the selected destination for an I-fax address:

❑ Verify the address → press [OK].



If necessary, edit the contents of the address.

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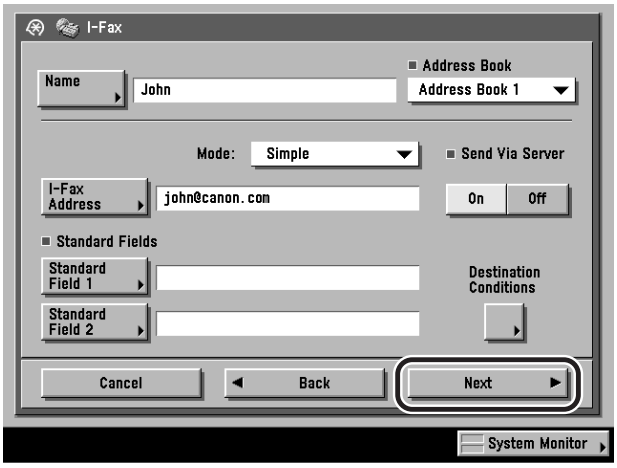
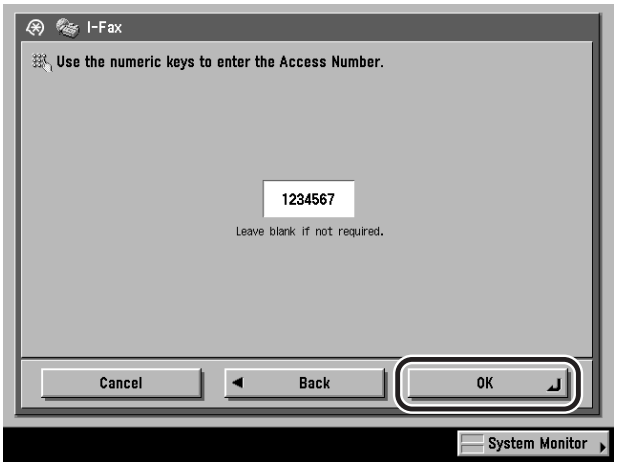
● **If you want to store the destination with an access number, and the Access Number Management setting is set to 'On':**

❑ Press [Next].



❑ Enter the access number using ⓪ - ⑨ (numeric keys) → press [OK].



The access number can be the number of an existing private address book, or you can assign access numbers to individual addresses within the address book.

If you do not want to set an access number for this address, press [OK] without entering any number.

You can enter up to seven digits for the access number. If you enter fewer than seven digits, the machine stores the access number with leading zeros.

Example: If <321> is entered, <0000321> is stored.

You cannot store an access number with only zeros as the number, such as <0000000>.

The display returns to the Register New Address screen.

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NOTE

To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)

9 Press [Done] repeatedly until the Send Basic Features screen appears.

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Editing Address Details

You can change destination details as necessary.

1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 9-5.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

2 Select the destination to be changed.

- **If Access Number Management is set to 'On', and the destination is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

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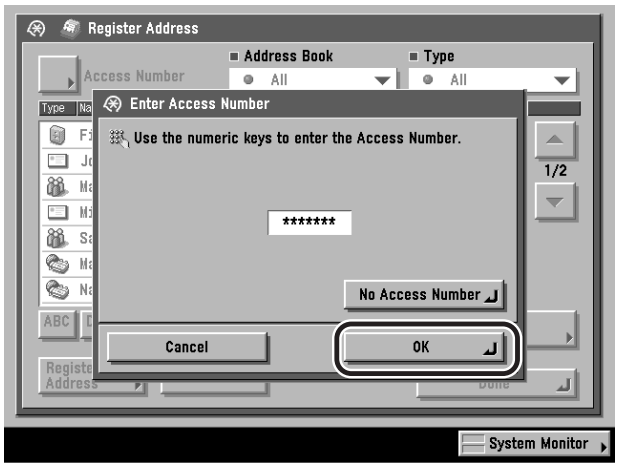
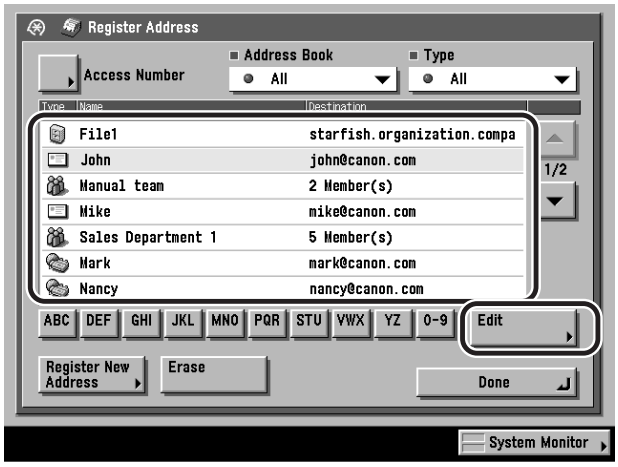
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destination to be changed → press [Edit].



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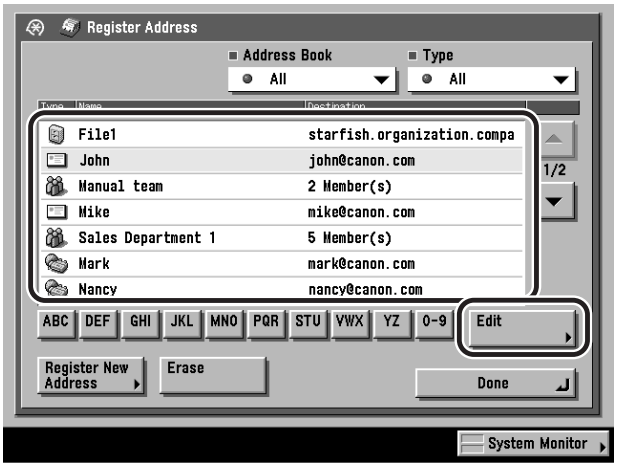
● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination to be changed → press [Edit].



You cannot edit multiple destinations at one time.

In this example, an e-mail address is selected.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination to be selected is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

Press list of the Address Book drop-down list to display a subaddress books (subaddress books 1 to 10). Subaddress books categorize the addresses stored in the Address Book.

You cannot select a one-touch button stored in a subaddress book.

If you select [All] in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot edit these destinations. For instructions on storing and editing one-touch buttons, see "Storing/Editing One-Touch Buttons," on p. 9-60.

The current settings for the selected destination appear.

NOTE

To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)

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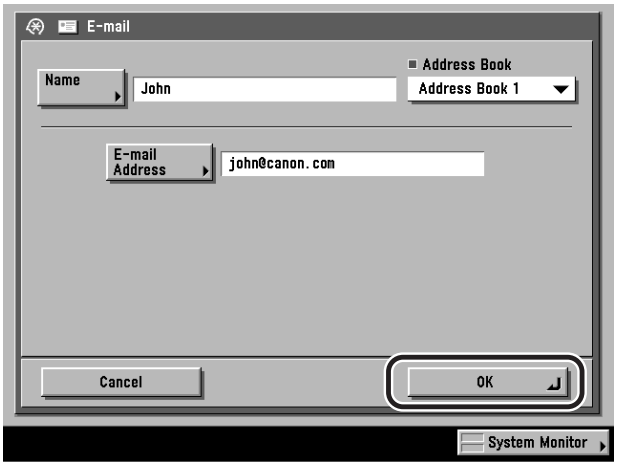
3 Edit the address details → press [OK].



The screen differs depending on the address type you select in step 2.

You cannot change the address book of a group address, or change a destination registered as a group address.

The display returns to the Register Address screen.

NOTE

- For instructions on setting e-mail addresses, see "E-Mail Addresses," on p. 9-5.
- For instructions on setting I-fax addresses, see "I-Fax Addresses," on p. 9-10.
- For instructions on setting file server, see "File Server Addresses," on p. 9-19.
- For instructions on setting group addresses, see "Group Addresses," on p. 9-25.
- If there is any required setting for storing destinations that has not been set, the screen for specifying the setting is displayed.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Erasing Addresses

You can erase destinations stored in the address book.

1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 9-5.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

2 Select the destination to be erased.

- **If Access Number Management is set to 'On', and the destination is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

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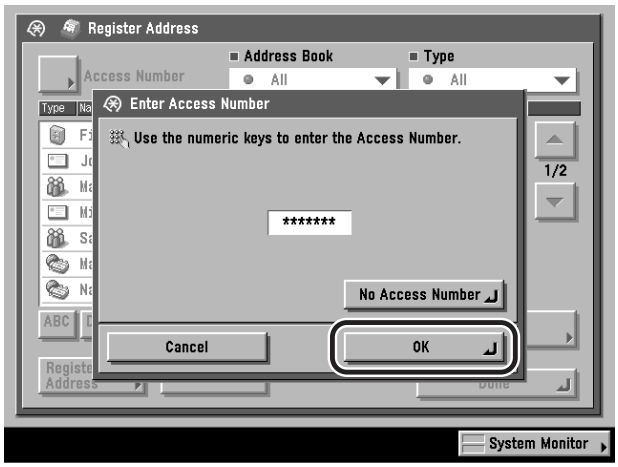
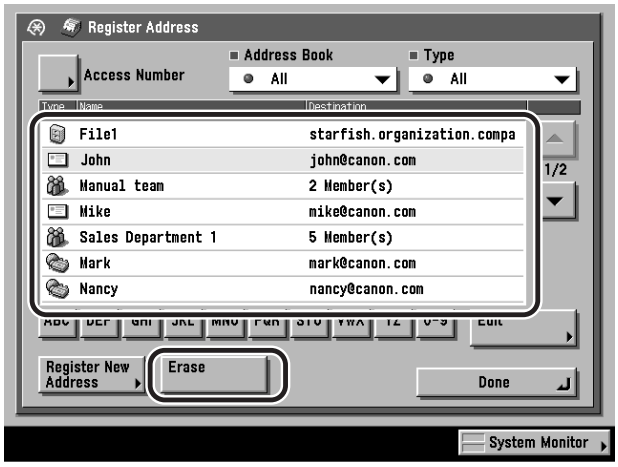
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destinaton to be erased → press [Erase].



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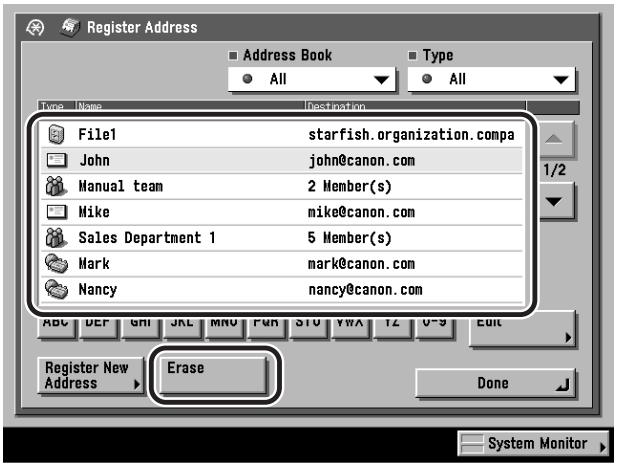
● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination to be erased → press [Erase].



You cannot erase multiple destinations at one time.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination to be selected is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

Press list of the Address Book drop-down list to display a list of subaddress books (1 to 10). Subaddress books categorize the addresses stored in the Address Book.

You cannot select a one-touch button stored in a subaddress book.

If you select [All] in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot erase these destinations. For instructions on erasing one-touch buttons, see "Erasing One-Touch Buttons," on p. 9-87.

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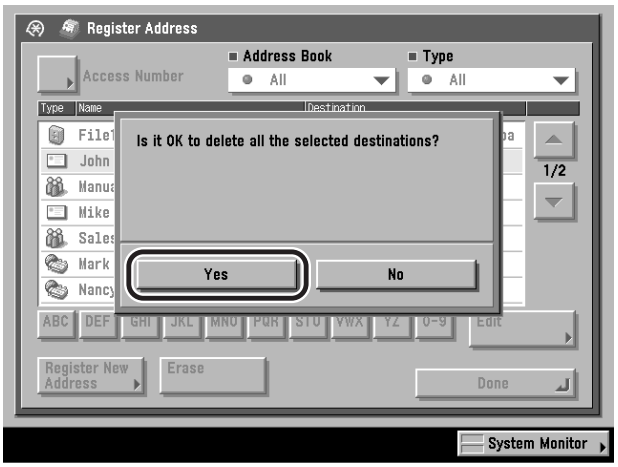
3 Press [Yes].



To cancel erasing, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The selected destination is erased.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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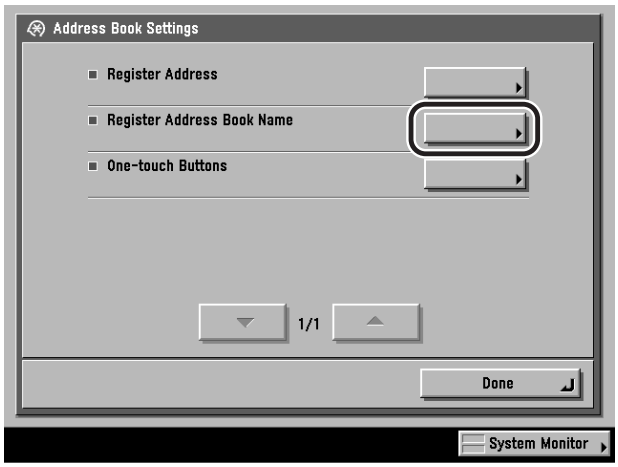
Naming an Address Book

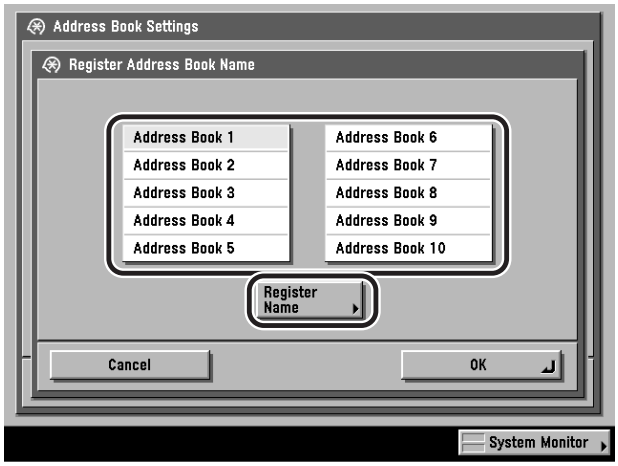
You can assign a name to any subaddress book.

1 Press (Additional Functions) → [Address Book Settings] → [Register Address Book Name].



If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

2 Select a subaddress book to name → press [Register Name].



In this example, [Address Book 1] is selected.

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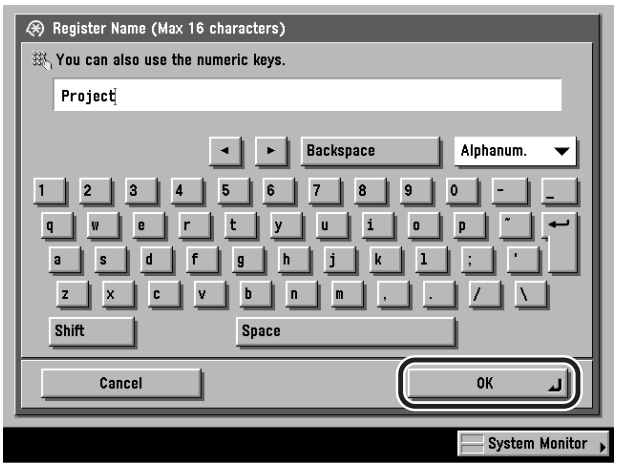
3 Enter a name → press [OK].

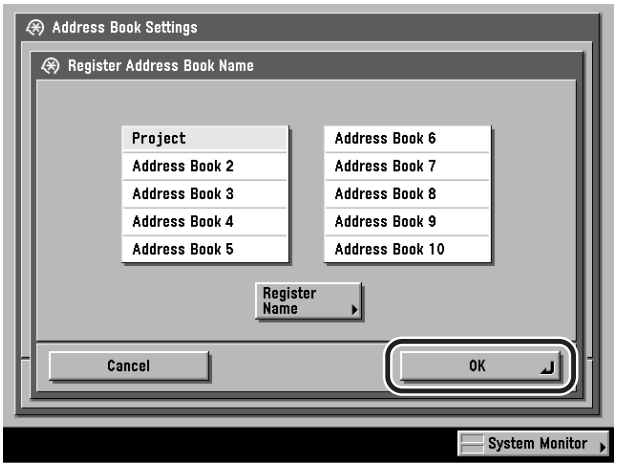


You can enter up to 16 characters for a name.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the subaddress book name reverts to its current name (default Address Book 1 to 10).

4 Press [OK].



The name of the Address Book is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Storing/Editing One-Touch Buttons

You can store up to 200 destinations in the one-touch buttons feature. This section describes how to store/edit the destinations with the one-touch buttons feature.

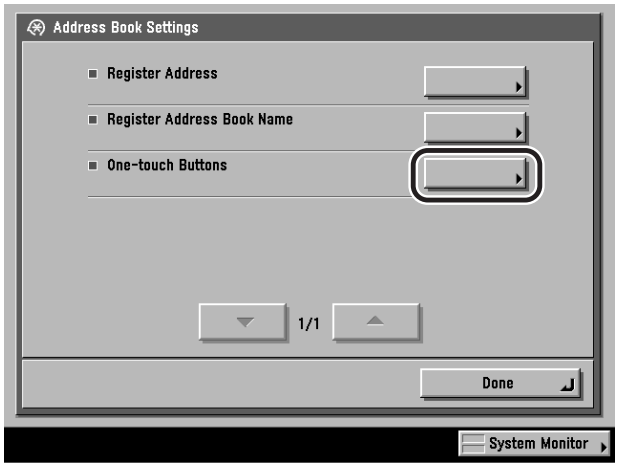
IMPORTANT

If Language Switch in Common Settings (from the Additional Functions screen) is set to 'On', the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

NOTE

- Destinations stored in one-touch buttons are also displayed in the Address Book.
- A new destination cannot be registered in a Group destination that is stored in a one-touch button. A destination must be registered in a one-touch button in advance.
- If the optional Super G3 FAX Board is installed, fax destinations also can be registered. For instructions on registering a fax destination, see Chapter 10, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.
- You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 Press ⚙ (Additional Functions) → [Address Book Settings] → [One-touch Buttons].



If a password has been set for the Address Book, enter the password using ⓪ - ⑨ (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

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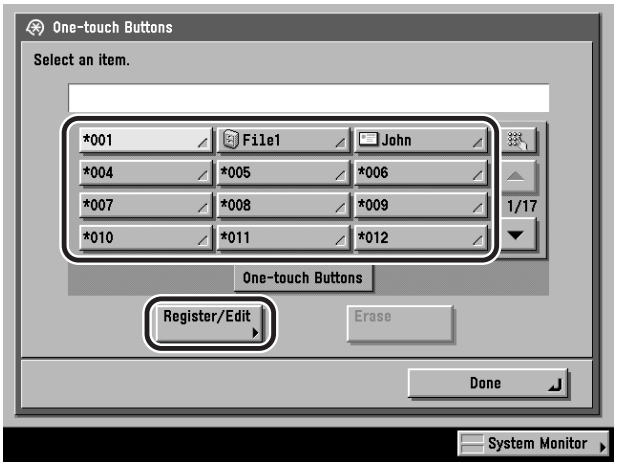
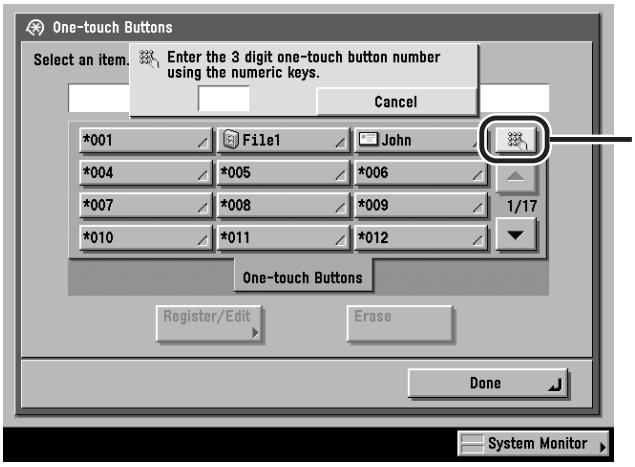
2 Select a one-touch button to store or change → press [Register/Edit].



If the one-touch button to be selected is not displayed, press [▼] or [▲] to scroll to the one-touch button.

If you know the one-touch button's three digit number, press [ ] (One-Touch Button Number) → enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).



If you select a one-touch button already storing a destination, proceed to step 4.

NOTE

- One-touch buttons that already have destinations stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

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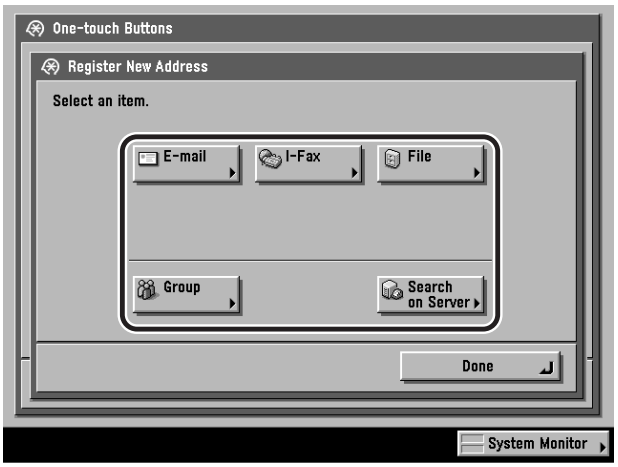
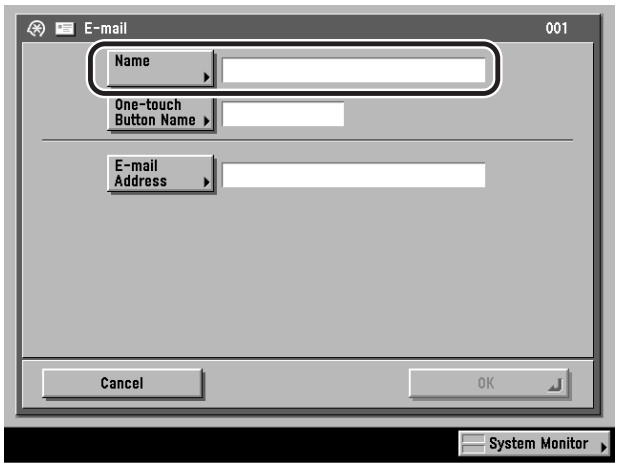
3 Select [E-mail], [I-Fax], [File], [Group], or [Search on Server].

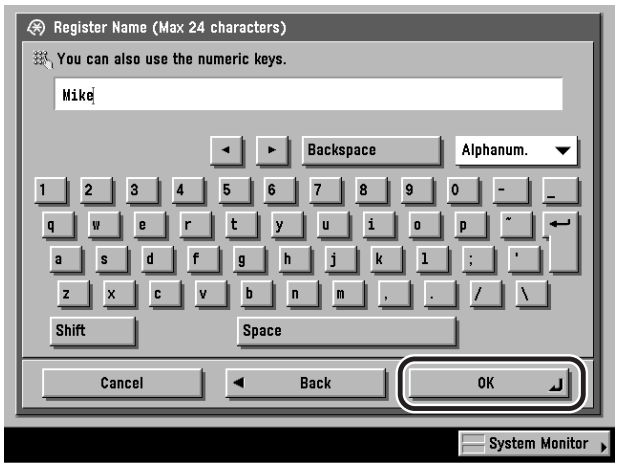


● **If you select [E-mail]:**

❑ Press [Name].



❑ Enter a name for the e-mail address → press [OK].



You can enter up to 24 characters for the name.

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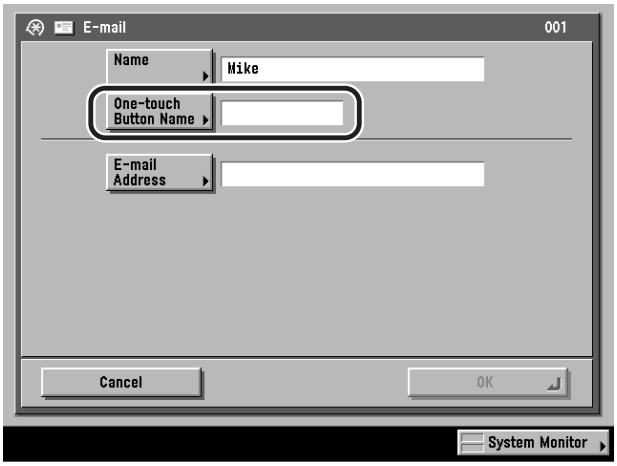
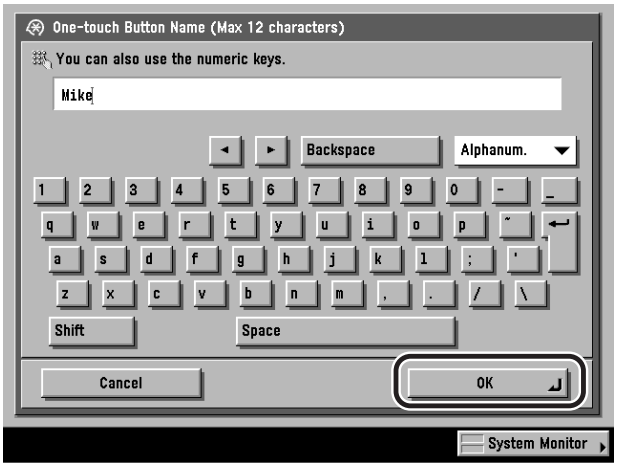
NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

❑ Press [One-touch Button Name].



❑ Enter a name for the one-touch button → press [OK].



You can enter up to 12 characters for the one-touch button's name.

If you press [Shift], the entry mode changes to the upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

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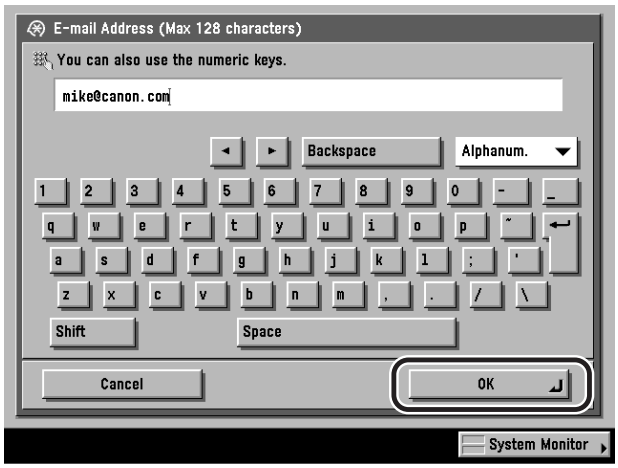
❑ Press [E-mail Address] → enter the e-mail address → press [OK].

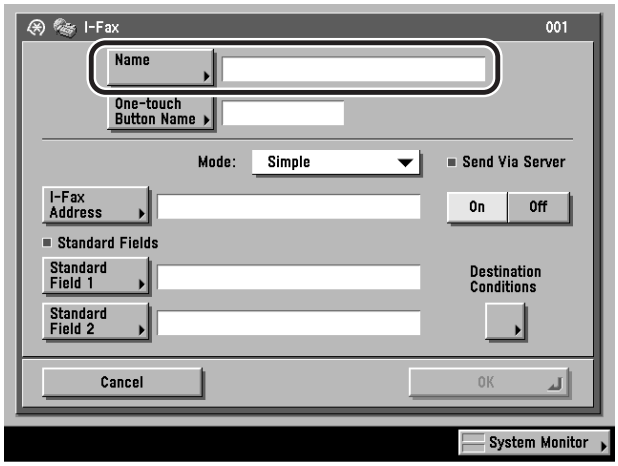


You can enter up up to 128 characters for the e-mail address.

If you press [Shift], the entry mode changes to the upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

● If you select [I-Fax]:

❑ Press [Name].



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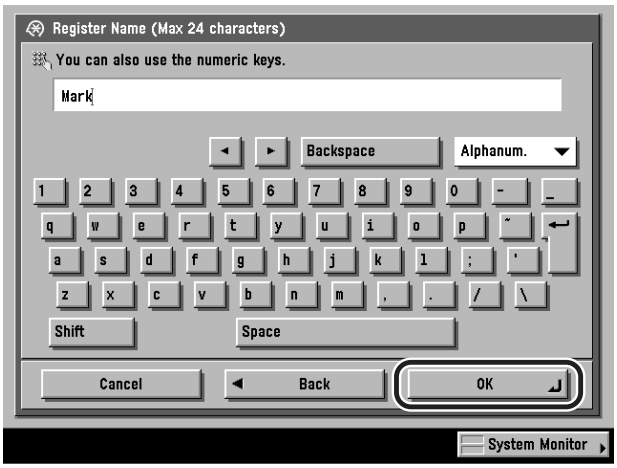
❑ Enter a name for the I-fax address → press [OK].

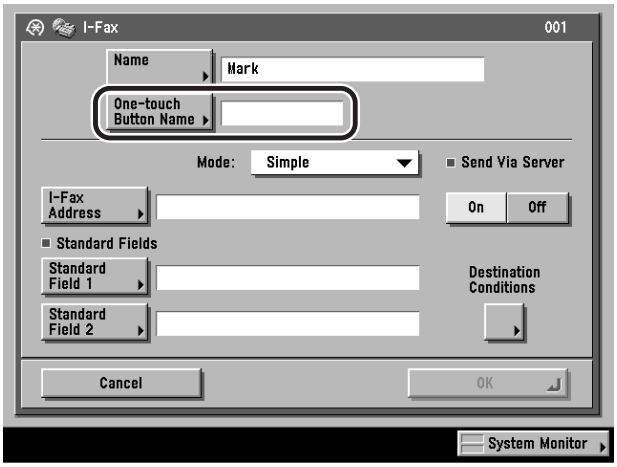


You can enter up to 24 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

❑ Press [One-touch Button Name].



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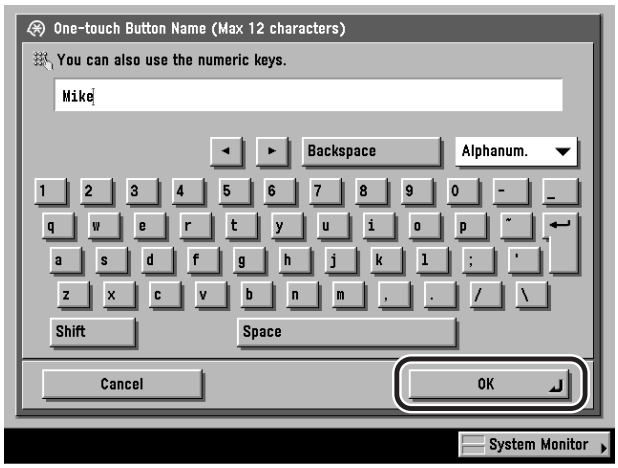
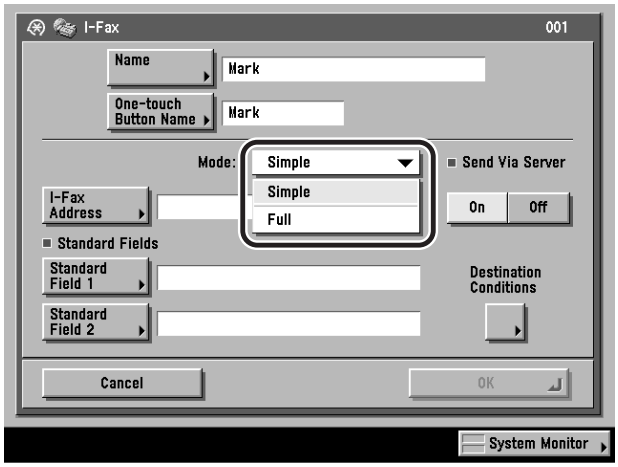
❑ Enter a name for the one-touch button → press [OK].



You can enter up to 12 characters for the one-touch button's name.

If you press [Shift], the entry mode changes to the upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

❑ Press the Mode drop-down list → select [Simple] or [Full].



[Simple]: Sends scanned data as an image via the Internet.

[Full]: Sends scanned data as an image via the Internet, and enables you to receive a delivery confirmation message telling you whether your I-fax was sent successfully.

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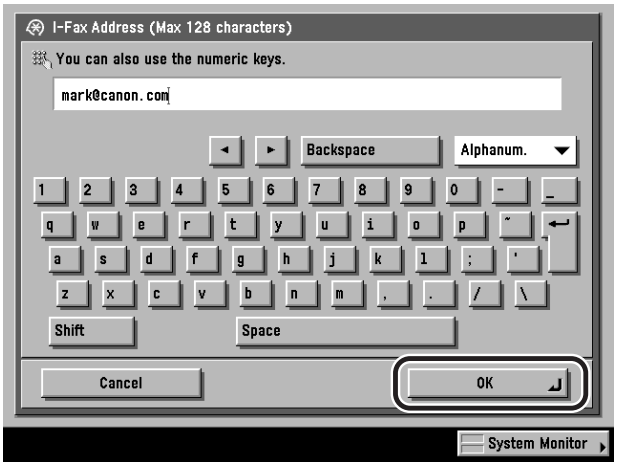
NOTE

- In order for you to receive a confirmation message telling you the delivery status of your I-fax document, the recipient's machine must have I-fax capabilities and be compatible with the Full mode.
- If you send documents using the Full mode to a machine that does not support the Full mode, delivery confirmation cannot be carried out. When this happens, the job concerned is not considered as complete even though the actual sending of the document is successful. Such jobs are displayed as <Waiting for result...> on the Status screen until the time set for Full Mode TX Timeout in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen) has lapsed. After the timeout, the job is moved to the log, and the result is shown as <->.

❑ Press [I-Fax Address] → enter the I-fax address → press [OK].



You can enter up to 128 characters for the I-fax address.

If you press [Shift], the entry mode changes to upper case mode, in which upper case characters and some symbols (e.g., @) can be entered.

NOTE

If you do not send documents via a server, and if the recipient's IP address is not registered with a DNS server, use the following format to enter the domain name: (user)@(the recipient's IP address).

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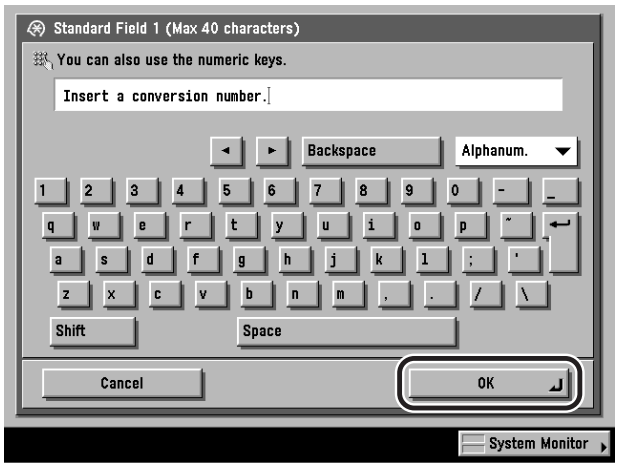
❑ Press [Standard Field 1] and [Standard Field 2] → enter their respective standard fields → press [OK].



Standard Field 1 and Standard Field 2 are settings required for using an Internet fax service. For details, contact your service provider.

If you do not use an Internet fax service, this step is not necessary.

[Standard Field 1]: You can enter up to 40 characters.

[Standard Field 2]: You can enter up to 16 characters.

NOTE

After pressing [OK], the standard field that you entered appears as asterisks (********) on the I-fax settings screen.

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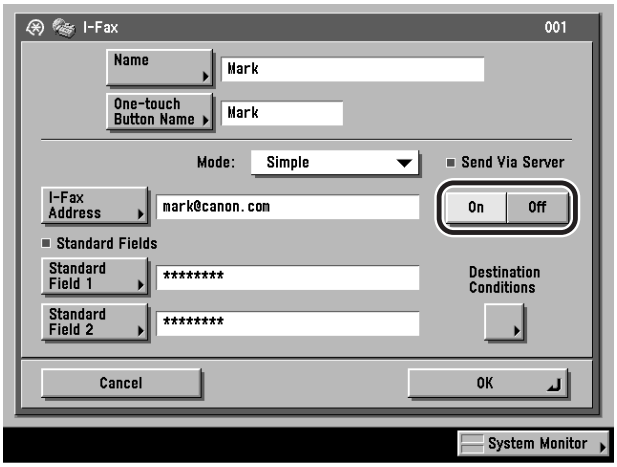
❑ Select [On] or [Off] for <Send Via Server>.



[On]: Sends documents via a server. You can send documents to destinations via the Internet in the same way as e-mail.

[Off]: Does not send documents via a server. You can send large amounts of data to a recipient within the same LAN (Local Area Network) environment without placing a burden on the mail server. This enables you to send documents quickly and directly to the recipient. To use this setting, it is necessary to set up an MX (Mail eXchange) record on the DNS server. Ask your System Manager whether this type of sending is possible before you set <Send Via Server> to 'Off'.

If you specify the Standard Field settings, set Send Via Server to 'On'.

IMPORTANT

The Send Via Server setting is available only if <Use Send Via Server> is set to 'On' on the E-mail/I-Fax Settings screen. To access this screen, press (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax Settings]. If <Use Send Via Server> is set to 'Off', <Send Via Server> is grayed out, and the I-fax jobs are always sent via the server. (See "E-Mail/I-Fax Settings," on p. 10-4.)

NOTE

Even if Send Via Server is set to 'Off', delivery confirmation of documents sent using the Full mode is carried out via the server.

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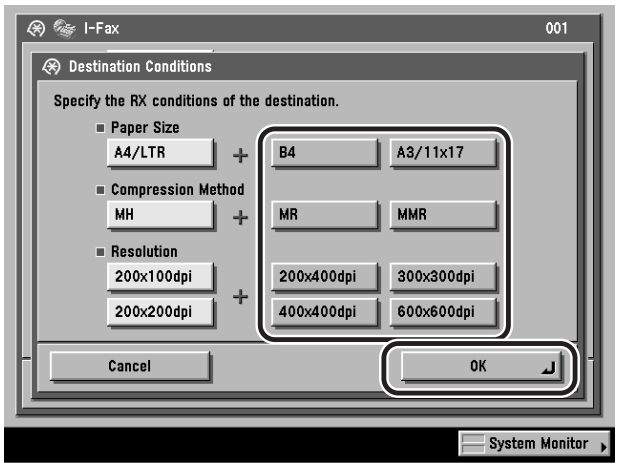
❑ Press [Destination Conditions] → specify the receiving conditions of the destination → press [OK].



The following conditions are always selected:

- Paper Size: A4/LTR
- Compression Method: MH
- Resolution: 200 x 100 dpi, 200 x 200 dpi

LTR, LGL, and STMT are included in [LTR].

IMPORTANT

Set the destination conditions according to the specification of the recipient's machine. An error may occur if you set conditions that the recipient cannot use.

NOTE

Available compression methods are:

- MH (Modified Huffman) – a coding system that horizontally scans and compresses extended areas of white and black dots.
- MR (Modified Read) – a coding system that horizontally and vertically scans and compresses white and black areas. Faster than MH.
- MMR (Modified Modified Read) – an adaptation of Modified Read, originally for use in digital machines. Faster than MR.

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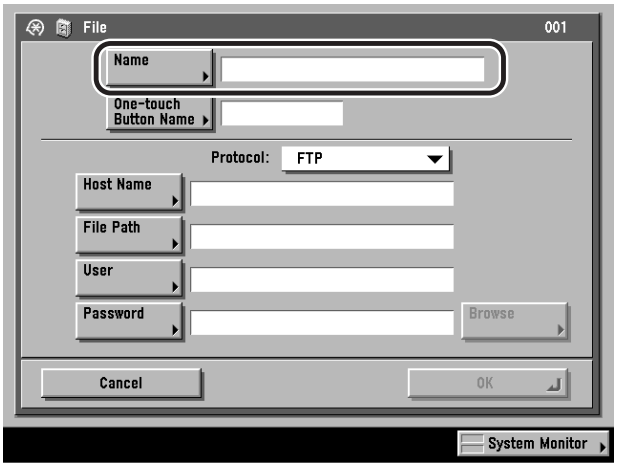
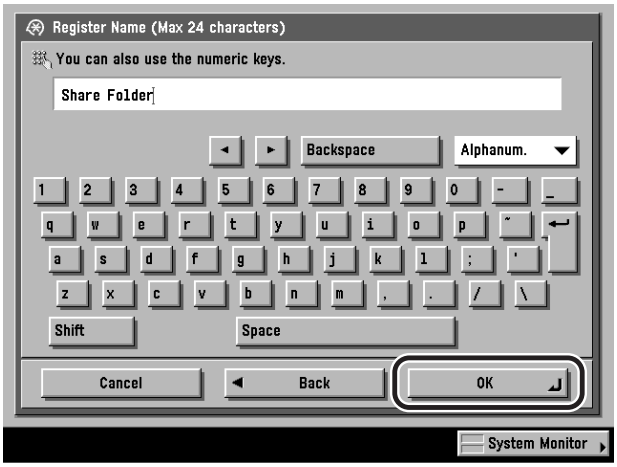
● If you select [File]:

❑ Press [Name].



❑ Enter a name for the file server address → press [OK].



You can enter up to 24 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

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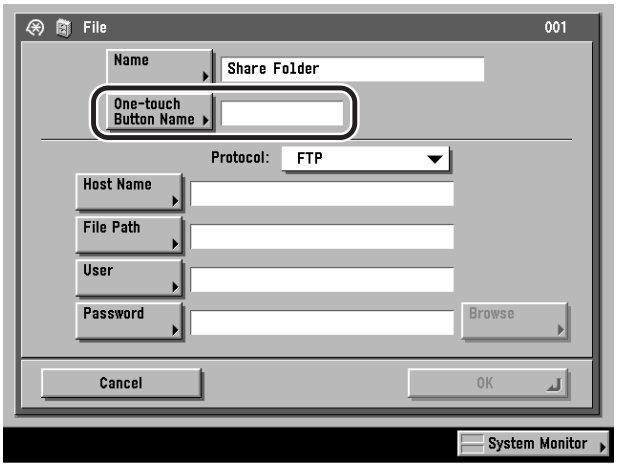
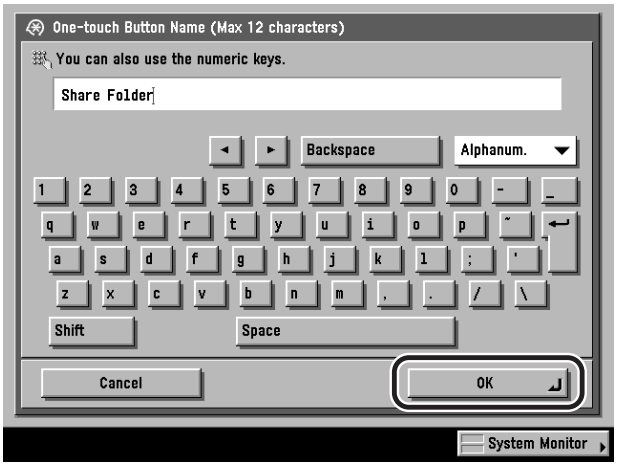
❑ Press [One-touch Button Name].

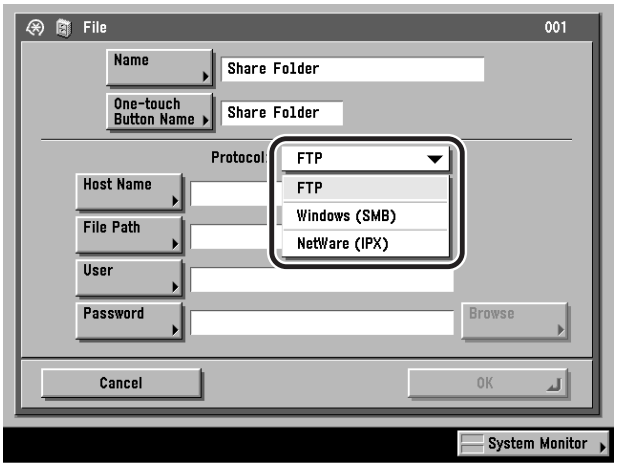


❑ Enter a name for the one-touch button → press [OK].



You can enter up to 12 characters for the one-touch button's name.

❑ Press the Protocol drop-down list → select the protocol.



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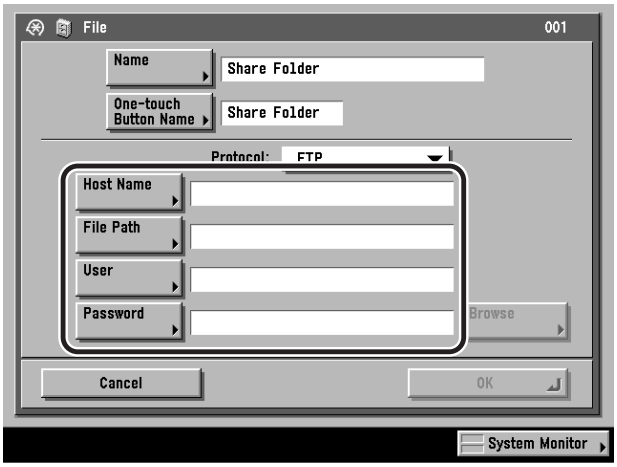
The following protocols may be used:

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Server 4.0 under Windows NT Server 4.0, Internet Information Services 5.0 under Windows 2000 Server, or Internet Information Services 5.1 under Windows XP Professional.

[Windows (SMB)]: Select this protocol if you are sending documents to a computer running Windows NT 4.0 or Windows 95/98/Me/2000/XP.

[NetWare (IPX)]: Select this protocol if you are sending documents to a computer running Novell NetWare 3.2 or later.

❑ Set [Host Name], [File Path], [User], and [Password].

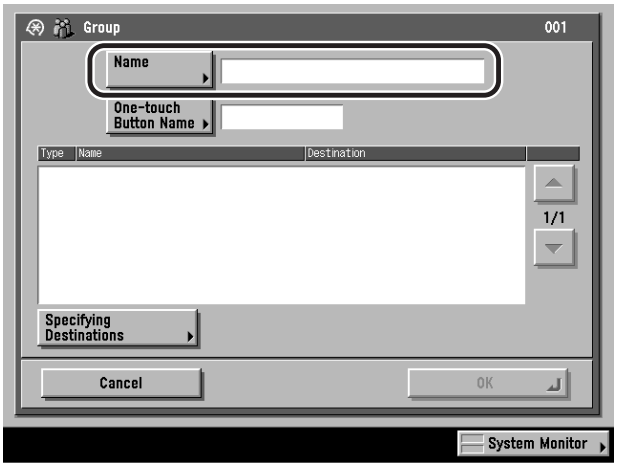


NOTE

For instructions on specifying each of the settings for FTP, Window (SMB), and NetWare (IPX), see "Specifying a File Server," on p. 2-13.

● If you select [Group]:

❑ Press [Name].



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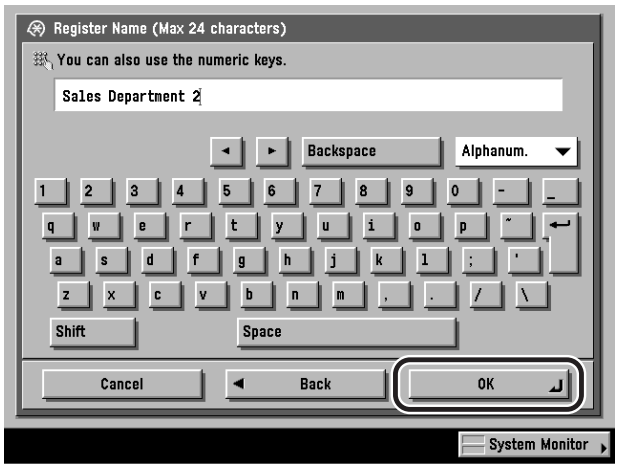
❑ Enter a name for the group address → press [OK].

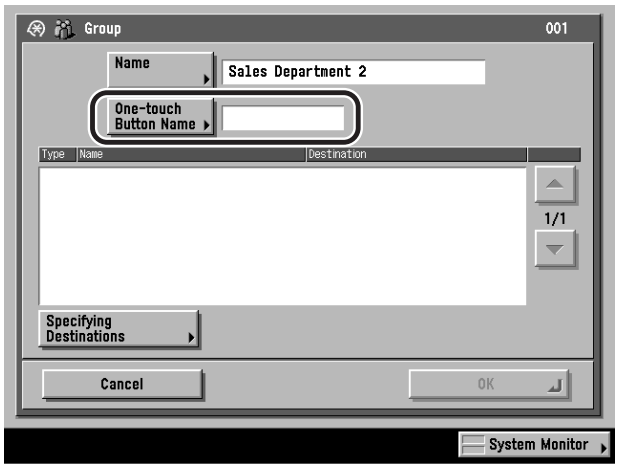


You can enter up up to 24 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC], [DEF], and [GHI], on the Search Address Book/Server screen.

❑ Press [One-touch Button Name].



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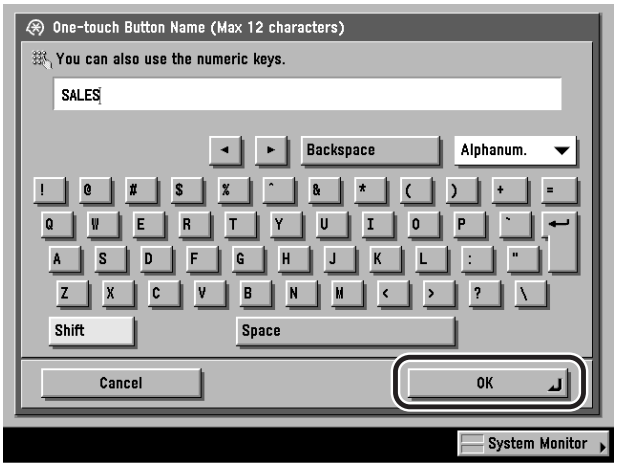
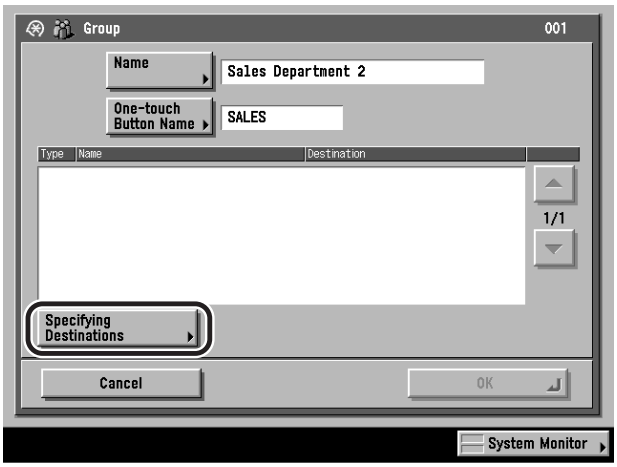
❑ Enter a name for the one-touch button → press [OK].

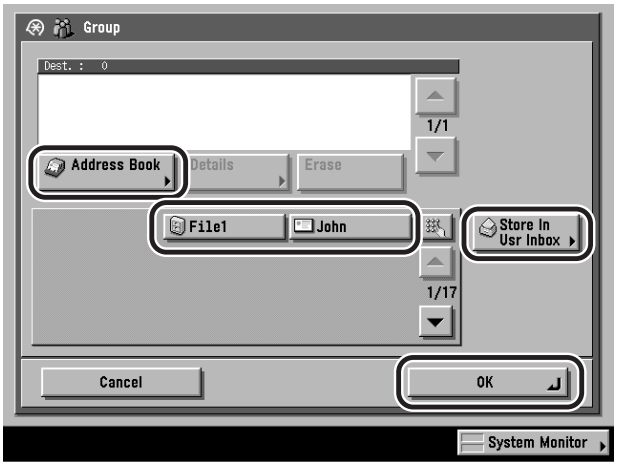


You can enter up to 12 characters for the name.

❑ Press [Specifying Destinations].



❑ Select a destination to store in the group address from [Address Book], one-touch buttons, or [Store In Usr Inbox] → press [OK].



Only destinations that are already stored in one-touch buttons can be selected as part of a one-touch button group address.

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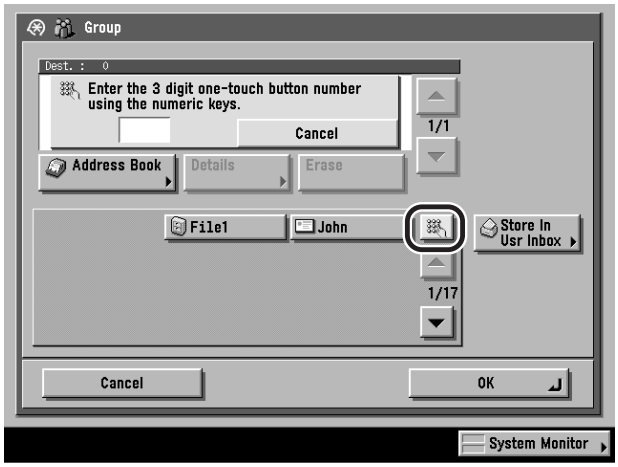
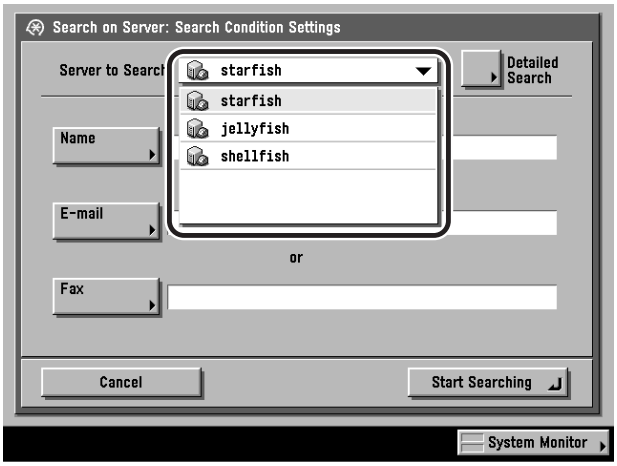
If you know the one-touch button's three digit number, press [ ] (One-Touch Button Number) → enter the three-digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).



● If you select [Search on Server]:

❑ Press the Server to Search drop-down list → select the desired server to search.



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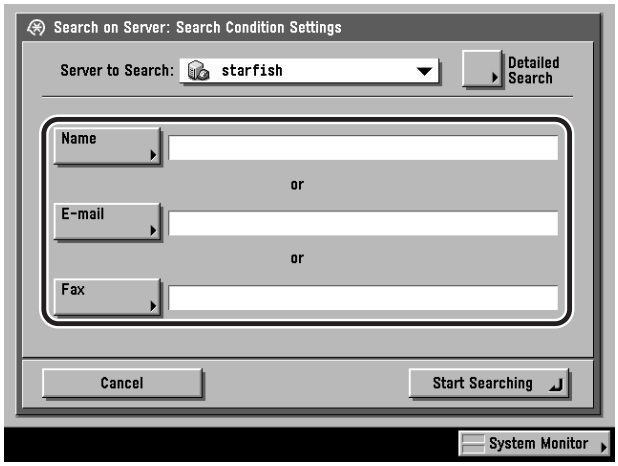
❑ Specify the search criteria.

To use Simple Search:

- Press [Name], [E-mail], or [Fax] → enter the name, e-mail address, or fax number for which to search → press [OK].



You can enter up to 128 characters for the name, e-mail address, or fax number.

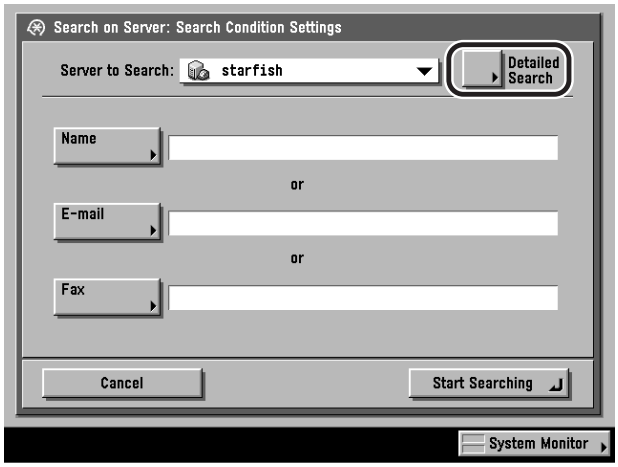
You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.

The search criteria boxes that are not filled out, are not searched.

To make a more detailed search with multiple search conditions, press [Detailed Search], and follow the directions below. The search criteria you entered for Simple Search are continuously used in Detailed Search.

To use Detailed Search:

- Press [Detailed Search].



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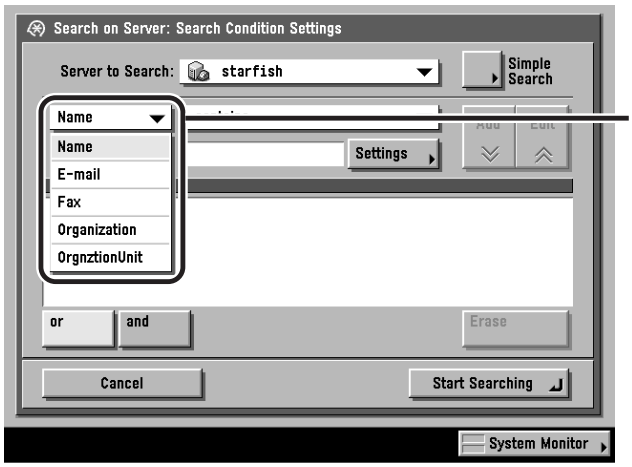
- Press the search category drop-down list → select the desired search category.



The available search categories are:

[Name]: Search by name.

[E-mail]: Search by e-mail address.

[Fax]: Search by fax number.

[Organization]: Search by organization name.

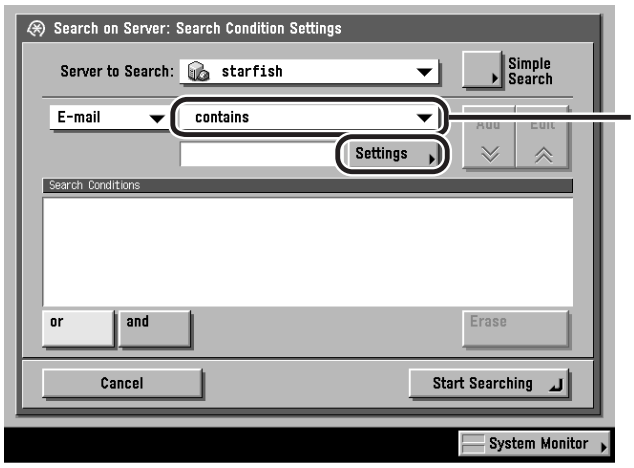
[OrgnztionUnit]: Search by organizational unit (e.g., departments in an organization).

For example, if you want to enter the location to start searching on the directory tree of the LDAP Server, and ou=salesdept, o=canon, c=jp is the distinguished name in the directory, enter the organization/organizationUnit of the user as follows:

organizationUnit=salesdept

organization=canon

- Press the search condition drop-down list → select the desired search condition → press [Settings].



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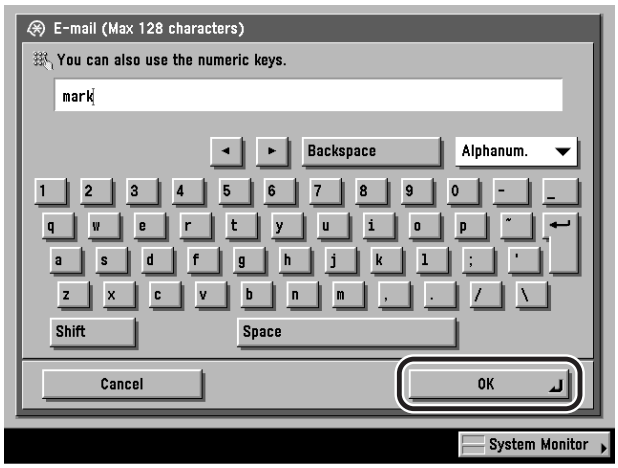
You can select from the following search conditions:

[contains]:	The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
[does not contain]:	The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.
[equals]:	The result must be exactly the same as the entered name, fax number, organization, or organizational unit.
[differs from]:	The result must be different from the name, e-mail address, fax number, organization, or organizational unit that you entered.
[begins with]:	The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.
[ends with]:	The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

• Enter the search criteria → press [OK].



You can enter up to 128 characters for the search criteria.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.

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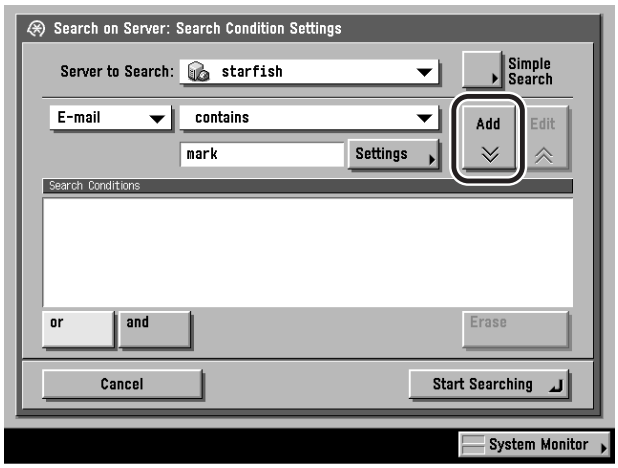
- Press [Add].



To continue adding more search criteria, press [or] or [and] → specify the search criteria as on p. 9-77.

[or]: The machine searches and returns a result for either of the specified search criteria.

[and]: The machine searches and returns a result for all of the specified search criteria.

To edit the search criteria, select the search criterion that you want to edit → press [Edit] → [Settings]. To delete search criteria, select the criterion that you want to erase → press [Erase].

NOTE

- You can specify up to four different search criteria at a time.
- If you specify three or more search criteria, you cannot use both [or] and [and] together.
- If you press [Simple Search] after specifying search criteria on the Detailed Search screen, the display changes to the Simple Search screen, and the specified detailed search criteria are deleted.
- Only names and e-mail addresses are displayed as the search results from the LDAP server. (If the optional Super G3 FAX Board is installed, fax numbers are also displayed.)
- If you want to search for a destination that is registered with an e-mail address and a fax number, you can search for the e-mail address by entering the fax number as the search criterion.
- The organization/organizationUnit can be used as search categories only if the information has been registered on the LDAP server.
- A Detailed Search by organization/organizationUnit may not be performed depending on whether the attribute types have been registered on the LDAP server, and the type of application on the server, such as Windows 2000 Server with Active Directory.

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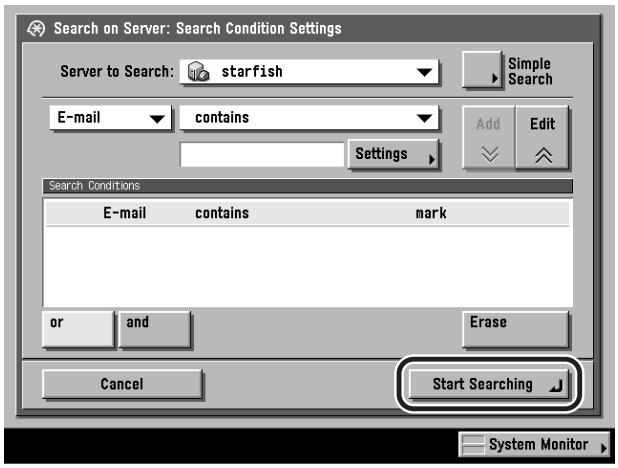
❑ Press [Start Searching].



To cancel searching, press [Cancel].

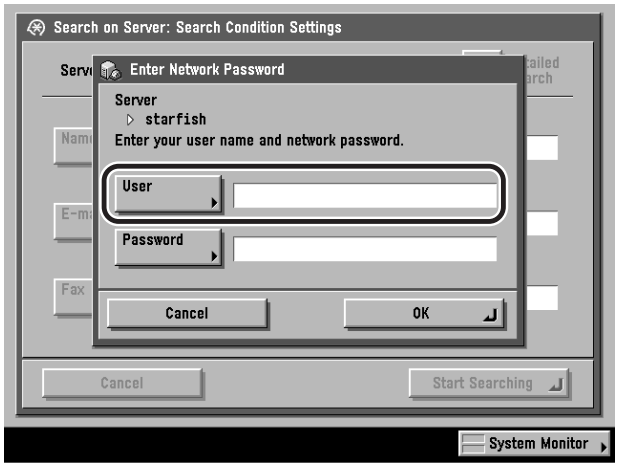
To cancel searching while the machine is searching for your criteria, press [Cancel]. If the machine finds some results before you press [Cancel], these search results are displayed.

NOTE

If you press [Start Searching] without specifying any search criteria, all the addresses stored on the LDAP server are displayed.

If the screen below is displayed:

- Press [User] → enter the user name → press [OK].



You can enter up to 128 characters for the user name.

The Network Password Entry screen is displayed if either one of the following is true:

- If Login Information in Register LDAP Server in System Settings (from the Additional Functions screen) is set to 'Use', and <Display authentication dialog when searching> is set to 'On'.
- If the user name, password, and domain name specified in Register LDAP Server in System Settings (from the Additional Functions screen) are incorrect.

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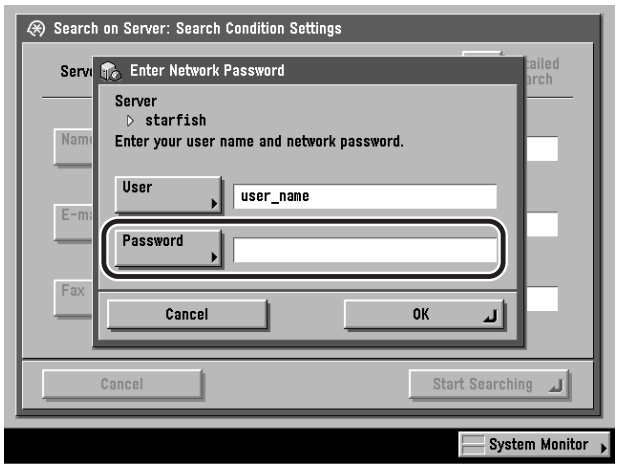
• Press [Password] → enter the password → press [OK].



You can enter up to 24 characters for the password.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entries.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

After pressing [OK], the password that you entered appears as asterisks (*****) on the Enter Network Password screen.

• Verify the settings → press [OK].

The message <Searching…> appears for approximately two seconds on the touch panel display.

The search results are displayed.

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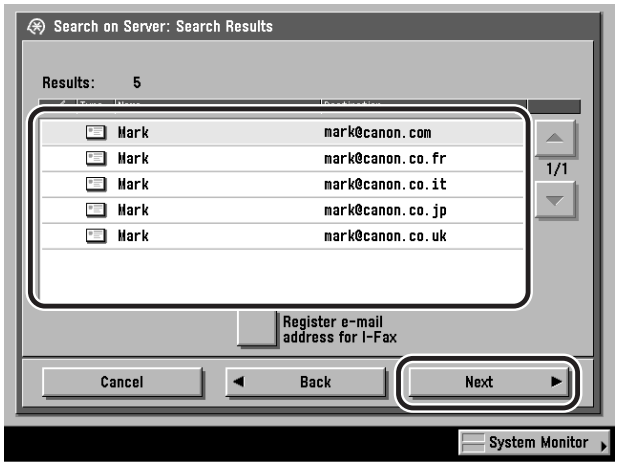
IMPORTANT

The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings (from the Additional Functions screen). If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search conditions. (See "LDAP Server Settings," on p. 10-66.)

❑ Select the destination that you want to store in the one-touch button from the search results → press [Next].



To continue searching, press [Back].

You cannot select multiple destinations.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can register the selected e-mail address for an I-fax address by pressing [Register e-mail address for I-Fax]. To register e-mail addresses for I-fax addresses, register one e-mail address at a time.

If the optional Super G3 FAX Board is installed, fax numbers that meet the specified search criteria are also displayed.

If the optional Super G3 FAX Board is installed, you can restrict the type of destinations displayed in the results list by pressing the Address Type drop-down list.

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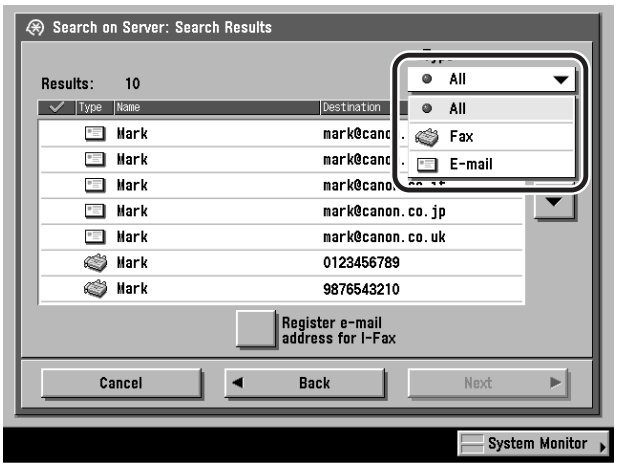


Super G3 FAX Board is installed.

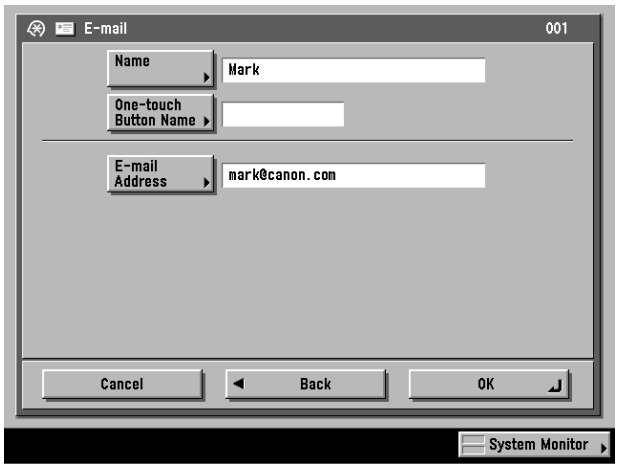
NOTE

To cancel a selected destination, select the destination again.

❑ Store the selected destination.

If you want to store the selected address as an e-mail address:

- Verify the destination.



If necessary, edit the contents of the address.

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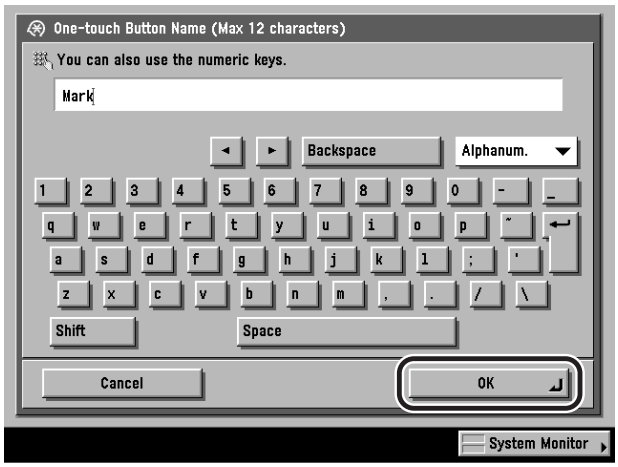
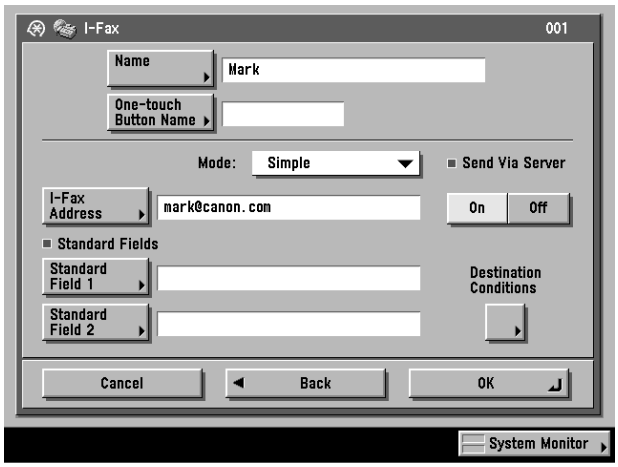
- Press [One-touch Button Name] → enter a name for the one-touch button → press [OK].



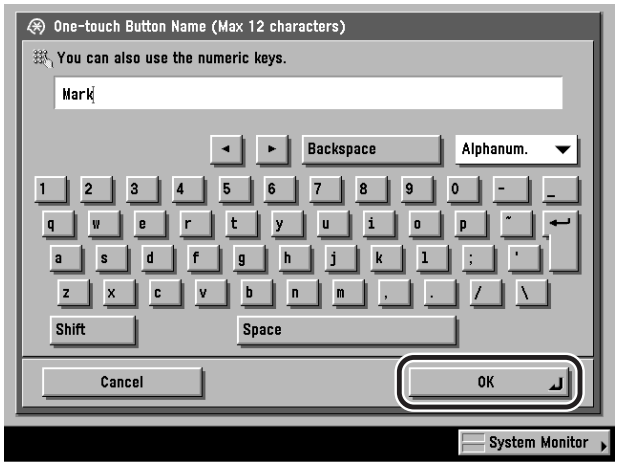
If you want to register the selected address for an I-fax address:

- Verify the address.



If necessary, edit the contents of the address.

- Press [One-touch Button Name] → enter a name for the one-touch button → press [OK].



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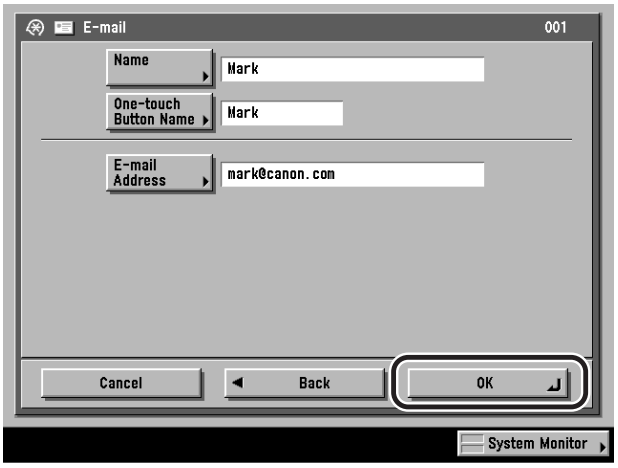
You can enter up to 12 characters for the one-touch button's name.

The information that can be obtained from the LDAP server consists of only names and e-mail addresses.

4 Press [OK].



In this example, an e-mail address is selected.

The contents you have stored appear on the display.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Erasing One-Touch Buttons

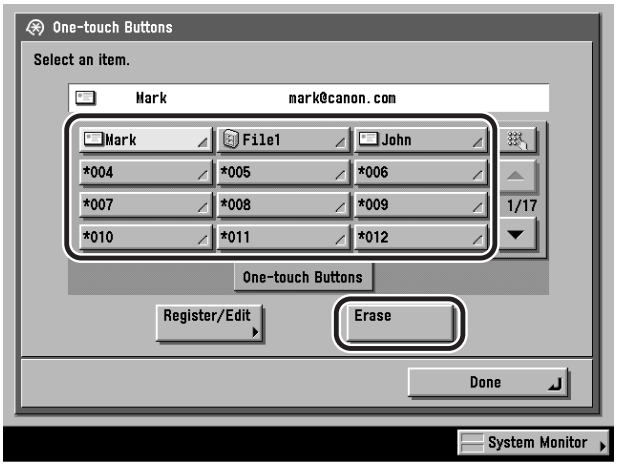
You can erase the destinations that you have stored in one-touch buttons.

1 Press (Additional Functions) → [Address Book Settings] → [One-touch Buttons].

If necessary, see the screen shot in step 1 of "Storing/Editing One-Touch Buttons," on p. 9-60.

If a password has been set for the Address Book, enter the password using 0 - 9 (numeric keys) → press [OK]. (See "Address Book Password," on p. 10-22.)

2 Select the one-touch button containing the destination(s) you want to erase → press [Erase].



If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.

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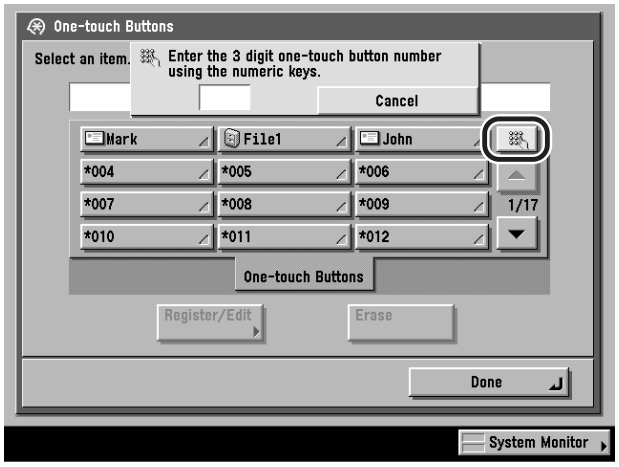
If you know the one-touch button's three digit number, press [ ] (One-Touch Button Number) → enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).



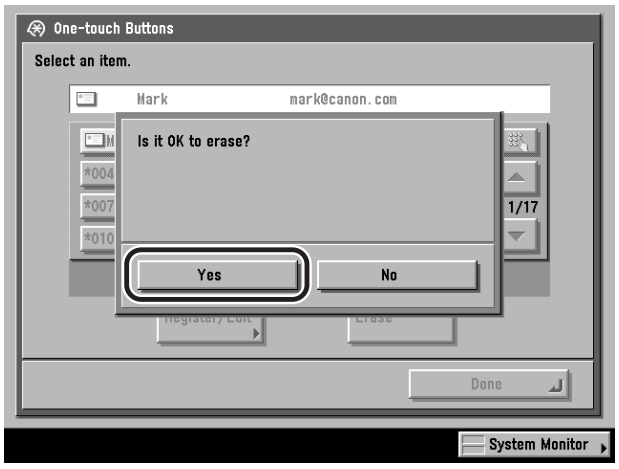
IMPORTANT

Make sure that you verify the settings first before you erase them.

NOTE

- One-touch buttons that already have destinations stored in them are displayed with a colored triangle ( ) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.

3 Press [Yes].



To cancel erasing, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The destinations stored in the selected one-touch button are erased.

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4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

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10 System Manager Settings

CHAPTER

This chapter describes the settings that can be made by the System Manager (the person in charge of the machine).

System Settings Table 10-2

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- Access Number Management 10-24

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System Settings Table

The following settings can be selected, stored or changed in System Settings from the Additional Functions screen.

■ System Settings

Item	Settings	Applicable Page
Communications Settings		
E-mail/I-Fax Settings		p. 10-4
Maximum Data Size For Sending	0 (Off), 1 to 99 MB; 3 MB*	
Default Subject	40 characters maximum; Attached Image*	
Full Mode TX Timeout	1 to 99 hours; 24 hours*	
Print MDN/DSN on Receipt	On, Off*	
Always send notice for RX errors	On*, Off	
Use Send Via Server	On, Off*	
Memory RX Inbox Settings		p. 10-10
Memory RX Inbox Password	Seven digits maximum	
Use I-Fax Memory Lock	On, Off*	
Memory Lock Start Time	Everyday, Select Days, Off*	
Memory Lock End Time	Everyday, Select Days, Off*	
Manage/Access to Address Book		
Address Book Password	Seven digits maximum	p. 10-22
Access Number Management	On, Off*	p. 10-24

An asterisk (*) indicates the default settings.

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■ System Settings Table Continued

Item	Settings	Applicable Page
Forwarding Settings	Receive Type, Validate/Invalidate, Register, Edit, Erase, Forward w/o Conditions, Print List, E-mail Priority	p. 10-26
Register LDAP Server	Register, Edit, Erase, Print List	p. 10-66

An asterisk (*) indicates the default settings.

NOTE

For instructions on how to set the modes or settings not described in this manual, refer to the other manuals listed in the front this *Sending Guide*. (See "Manuals for the Machine," on p. ii.)

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Communications Settings

This section describes the e-mail, I-fax, and Memory RX Inbox settings.

E-Mail/I-Fax Settings

You can change the e-mail and I-fax transmission settings. The available settings are:

■ Maximum Data Size For Sending

Sets the maximum data size for outgoing e-mail messages and I-fax documents. If the e-mail message send job exceeds this data size limit, it is split up into several e-mail messages before being sent. However, I-fax transmissions that exceed the data size limit are handled as errors, and are not sent.

■ Default Subject

The subject that you enter here is used as the default subject whenever you do not enter a subject when sending a job.

■ Full Mode TX Timeout

Sets the time that elapses before sending operations terminate (automatically) if you do not receive a notification e-mail (MDN) from the recipient when you send an I-fax in the Full Mode.

■ Print MDN/DSN on Receipt

Sets whether to print notification e-mail messages that inform you of the successful delivery of I-fax jobs sent using the Full Mode.

■ Always Send Notice for RX Errors

Sets whether to inform the sender that the e-mail message or I-fax was not received successfully.

■ Use Send Via Server

Determines whether you can select to send jobs via the server on the screens specified or on screen where you can store I-fax destinations.

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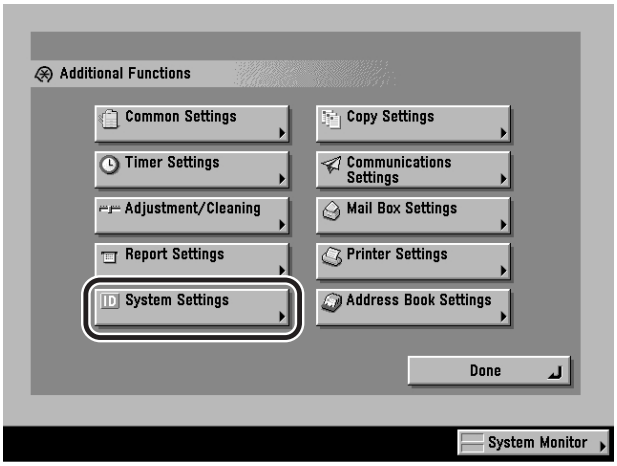
NOTE

The default settings are:

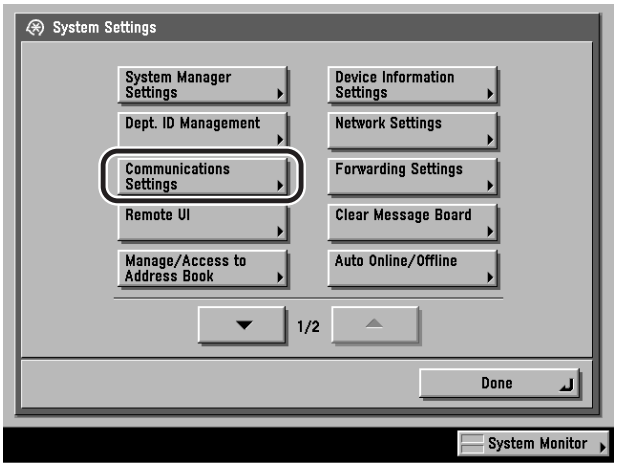
- Maximum Data Size For Sending: 3 MB
- Default Subject: Attached Image
- Full Mode TX Timeout: 24 hours
- Print MDN/DSN on Receipt: Off
- Always send notice for RX errors: On
- Use Send Via Server: Off

1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

2 Press [Communications Settings].



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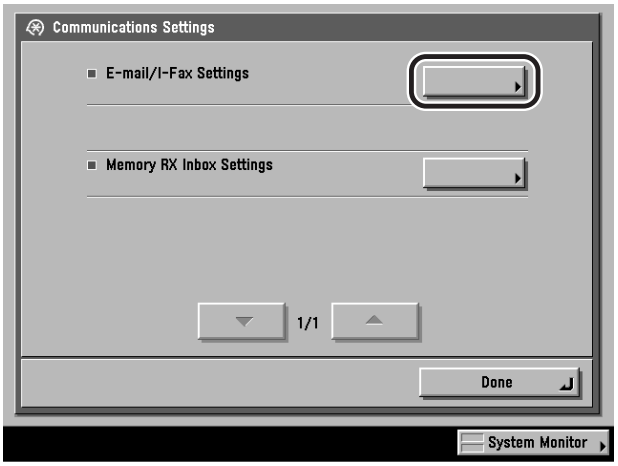
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

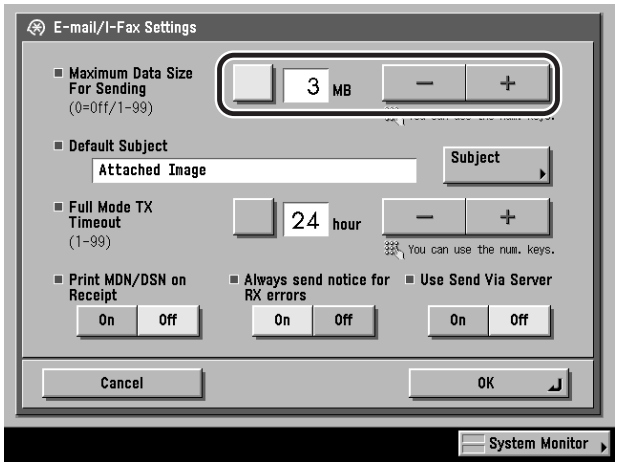
3 Press [E-mail/I-Fax Settings].



4 Set the Maximum Data Size For Sending.

❑ Press [Maximum Data Size For Sending].

❑ Press [-] or [+] to specify the maximum data size for sending.



You can set the Maximum Data Size for Sending from 0 to 99 MB, in 1 MB increments.

You can also use ⓪ - ⑨ (numeric keys) to enter values, and ⓒ (Clear) to clear your entries.

You can change the value by pressing [-] or [+], even if you entered the value using ⓪ - ⑨ (numeric keys).

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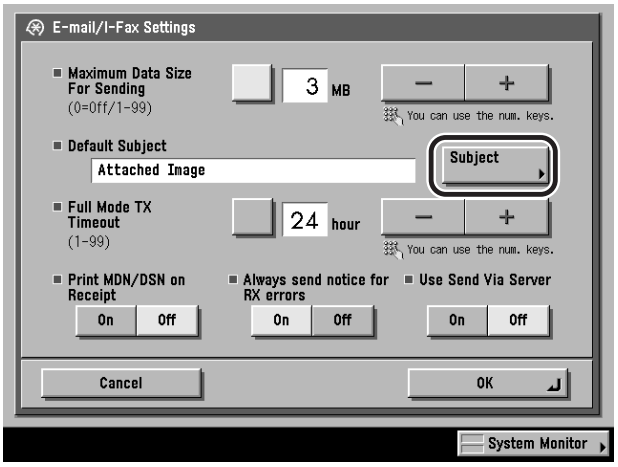
IMPORTANT

The maximum data size for sending must not be greater than the maximum data size of the mail server.

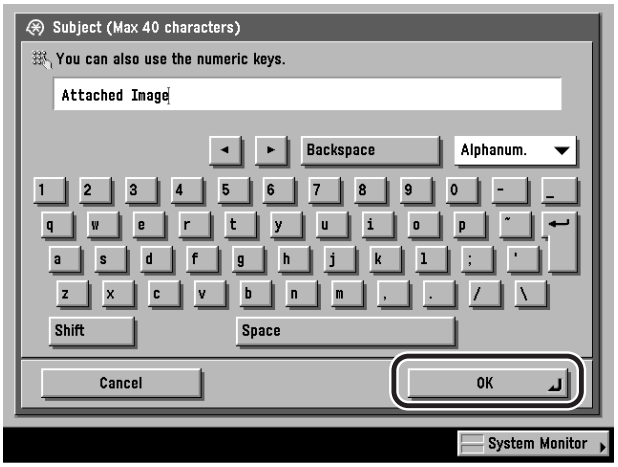
NOTE

- If you enter '0' MB as the data size, there is no size limit on the data that is sent.
- The maximum data size for sending can be set in 1 MB increments. If the size of an e-mail exceeds the set limit, the e-mail is split up by page and sent out as smaller e-mail messages, each of which is within the set limit. I-fax data that exceeds the set limit is handled as an error, and is not sent.

5 Press [Subject].



6 Enter the default subject → press [OK].



You can enter up to 40 characters for the default subject.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

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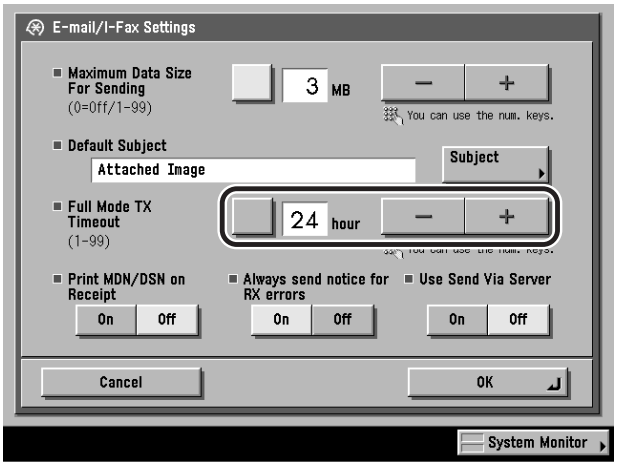
7 Set the Full Mode TX Timeout.

❑ Press [Full Mode TX Timeout].

❑ Press [-] or [+] to specify the Full Mode TX Timeout time.



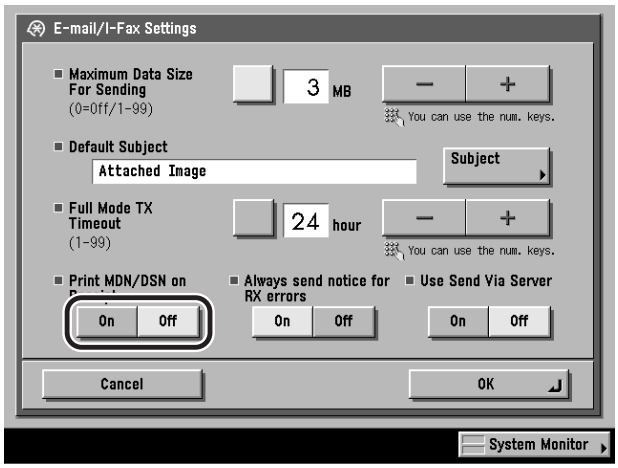
You can set the Full Mode TX Timeout time from 0 to 99 hours, in 1 hour increments.

You can also use ⓪ - ⑨ (numeric keys) to enter values, and Ⓒ (Clear) to clear your entries.

You can change the value by pressing [-] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

8 Select [On] or [Off] for <Print MDN/DSN on Receipt>.



[On]: Notification e-mail messages (MDN/DSN) that inform you of the successful delivery of jobs are printed.

[Off]: Notification e-mail messages (MDN/DSN) that inform you of the successful delivery of jobs are not printed.

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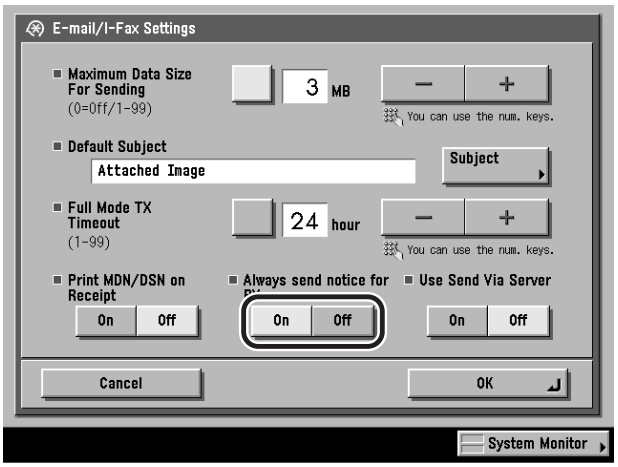
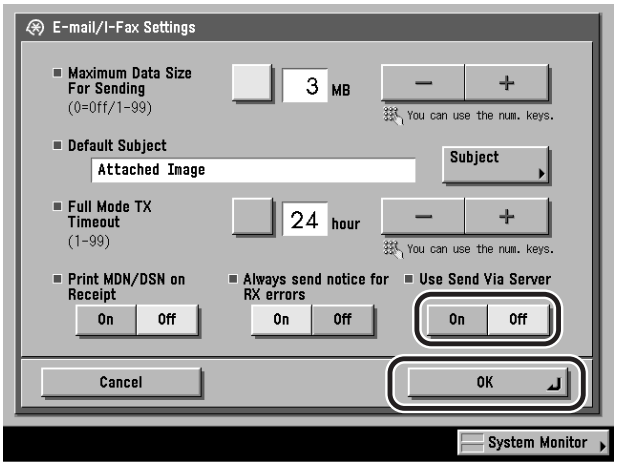
9 Select [On] or [Off] for <Always send notice for RX errors>.



[On]: If an error occurs, the sender is always informed of the details of the error.

[Off]: If an error occurs, the sender is not informed of the details of the error.

10 Select [On] or [Off] for <Use Send Via Server> → press [OK].



[On]: Enables you to set whether to use the Send Via Server setting as a condition to send to I-Fax addresses.

[Off]: Disables you to set whether to use the Send Via Server setting as a condition to send to I-Fax addresses.

The selected mode is set.

11 Press [Done] repeatedly until the Send Basic Features screen appears.

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Memory RX Inbox Settings

There may be occasions when you want to store all incoming documents into memory until you are ready to print or send them. Locking the machine to receive and store all documents in memory is called Memory Lock. After the memory lock is turned 'On', the machine will automatically enter and leave the Memory Lock mode at the times that you specify. The documents received when the machine is in the Memory Lock mode are stored in memory until you unlock the memory with a password and print or send them.

This section explains how to define a memory lock password, receive I-fax documents in memory, and set the times for the machine to enter and leave the Memory Lock mode.

If the optional Super G3 FAX Board is installed, you can also receive faxes into memory. For instructions on storing received fax documents into memory, see Chapter 11, "System Manager Settings," in the *Facsimile Guide*.

Setting the Memory RX Inbox Password

You can set a seven digit password for the Memory RX (Receive) Inbox, and restrict its use to only those users who know the password.

NOTE

You can enter up to seven digits for the password. If you enter fewer than seven digits, the machine stores the password with leading zeros.

- Example: If <321> is entered, <0000321> is stored.

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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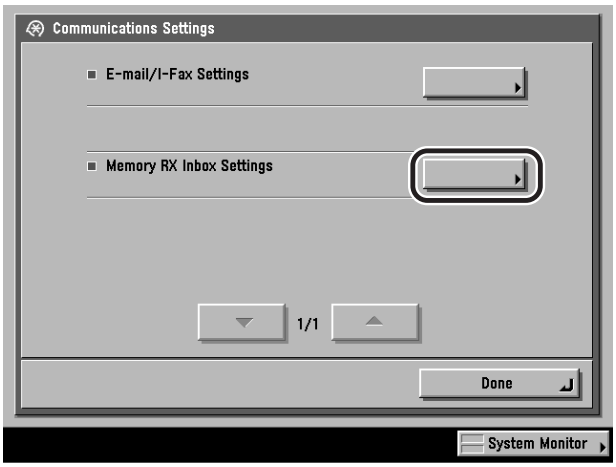
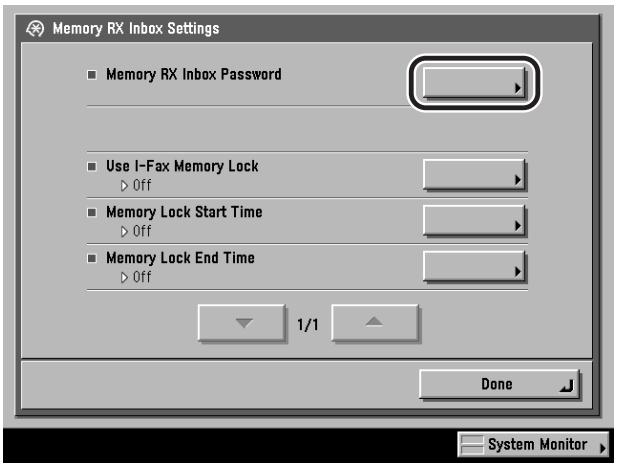
2 Press [Memory RX Inbox Settings].



3 Press [Memory RX Inbox Password].



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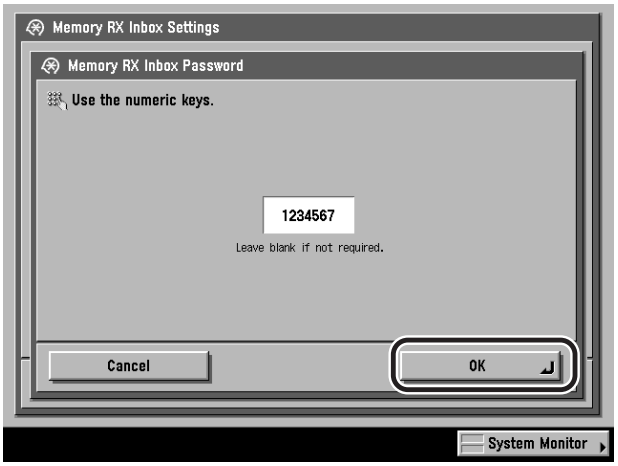
4 Enter the desired password using ⓪ - ⑨ (numeric keys) → press [OK].



If you do not want to set the Memory RX Inbox with a password, do not enter any number.

You cannot store a password with only zeros as the number, such as <0000000>.

The selected mode is set.

NOTE

If you make a mistake when entering the password, press Ⓒ (Clear) to clear your entry.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Storing Received I-Fax Documents in Memory

You can set the machine to store received I-fax documents in memory without printing them. This is referred to as I-fax Memory Lock. You can later check the received documents in the Memory RX Inbox, and print or send them.

NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

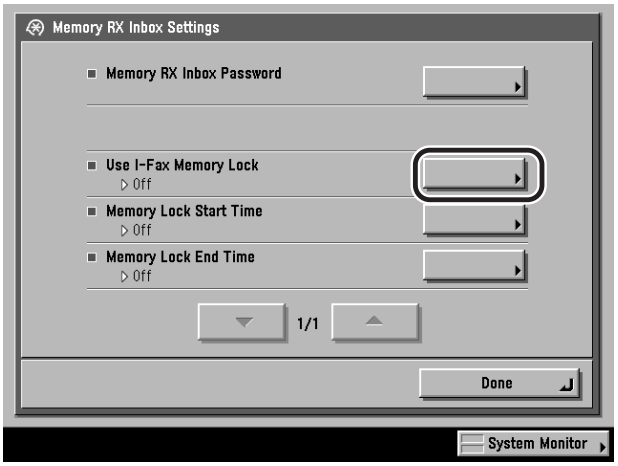
If necessary, see the screen shots in steps 1 and 2 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Memory RX Inbox Settings] → [Use I-Fax Memory Lock].



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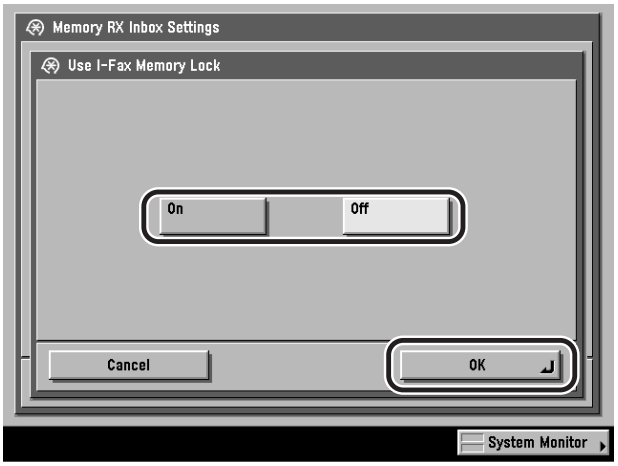
3 Select [On] or [Off] → press [OK].



The selected mode is set.

IMPORTANT

If the message <I-Fax Memory RX is on.> does not appear, set the I-Fax Memory Lock setting on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function to 'On'. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Memory Lock Start Time Settings

You can set Memory Lock to start automatically at a specified time.

NOTE

- If the optional Super G3 FAX Board is installed, and Use Fax Memory Lock in Memory RX Inbox Settings in Communications Settings in System Settings (from the Additional Functions screen) is set to 'On', faxes are automatically received into memory at the Memory Lock Start Time set here.
- The default setting is 'Off'.

---

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

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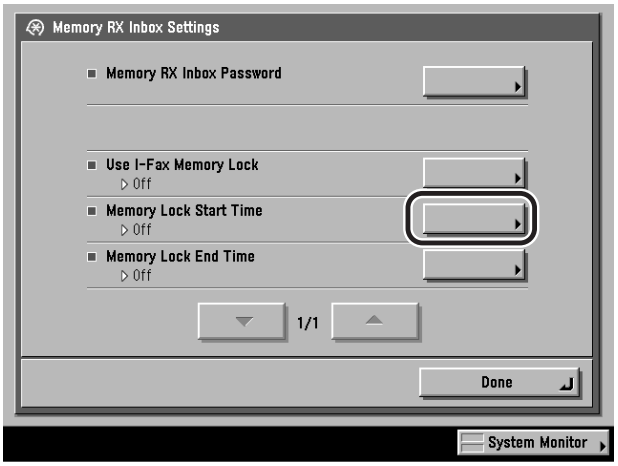
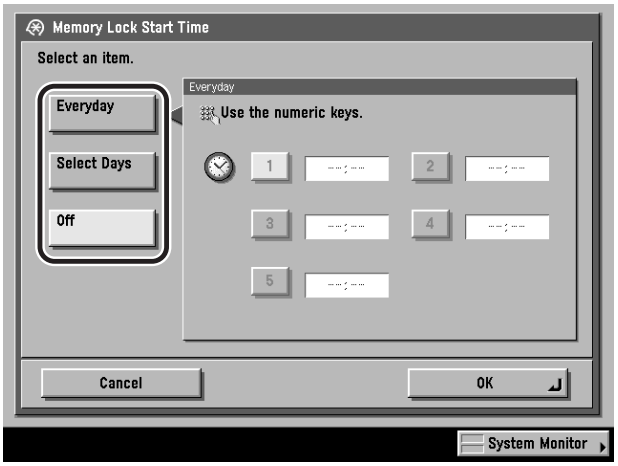
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Memory RX Inbox Settings] → [Memory Lock Start Time].



3 Select [Everyday], [Select Days], or [Off].



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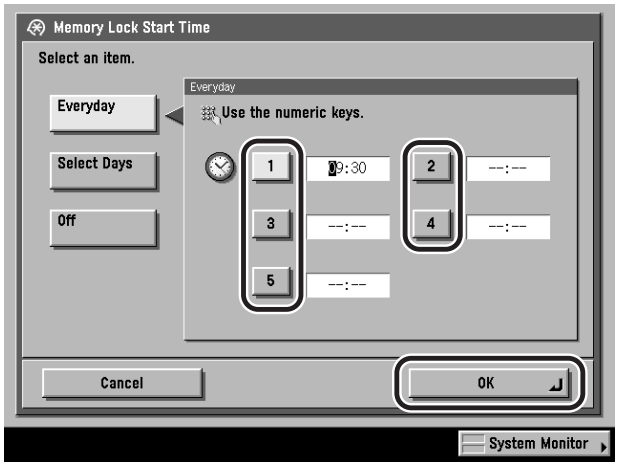
● If you select [Everyday]:

❑ Select a number ([1] to [5]) → enter the start time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

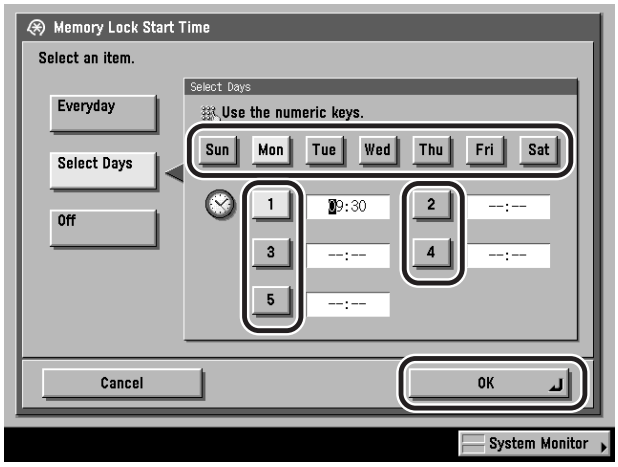
NOTE

If you make a mistake when entering the time, you can also press Ⓒ (Clear) to clear your entry.

● If you select [Select Days]:

❑ Select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]).

❑ Enter the start time using ⓪ - ⑨ (numeric keys) → press [OK].



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You can store up to five different start times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

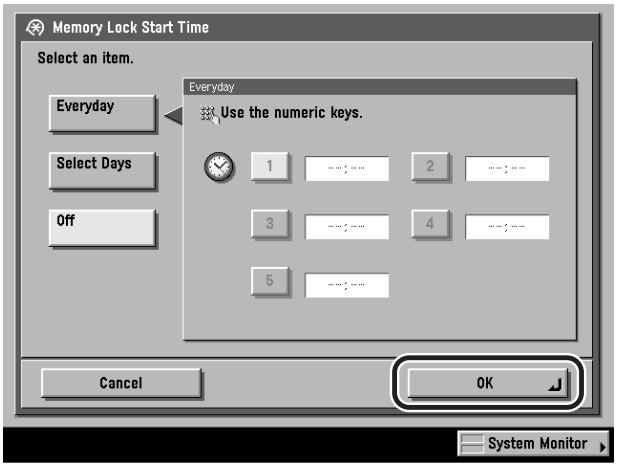
The selected mode is set.

NOTE

If you make a mistake when entering the time, you can also press © (Clear) to clear your entry.

● **If you select [Off]:**

❑ Press [OK].



If you select [Off], Memory Lock will not automatically turn on at a specified time. You can manually turn Memory Lock On or Off by pressing [On] or [Off] under <I-Fax Memory Lock> on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

The selected mode is set.

NOTE

You can select [Everyday] for Memory Lock Start Time, and [Select Days] for Memory Lock End Time, and vice versa.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Memory Lock End Time Settings

You can set Memory Lock to end automatically at a specified time.

NOTE

- If the optional Super G3 FAX Board is installed, and Use Fax Memory Lock in Memory RX Inbox Settings in Communications Settings in System Settings (from the Additional Functions screen) is set to 'On', fax memory reception automatically terminates at the Memory Lock End Time set here.
- The default setting is 'Off'.

---

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

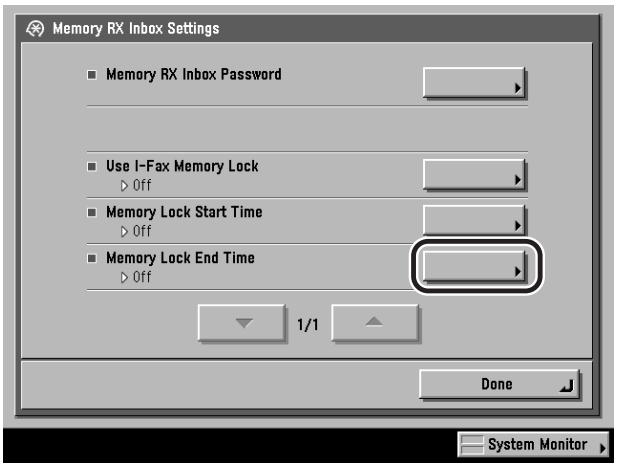
If necessary, see the screen shots in steps 1 and 2 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Memory RX Inbox Settings] → [Memory Lock End Time].



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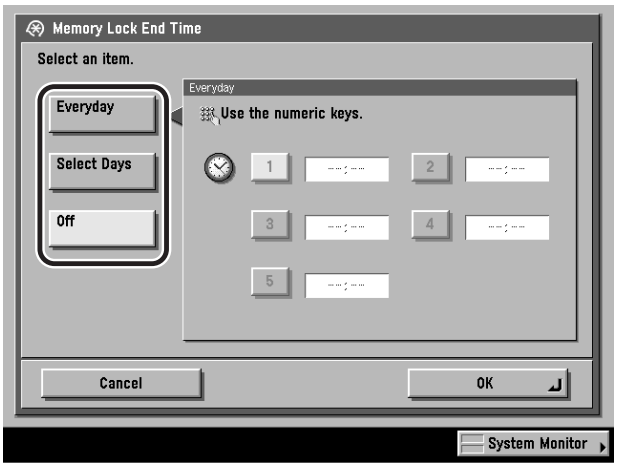
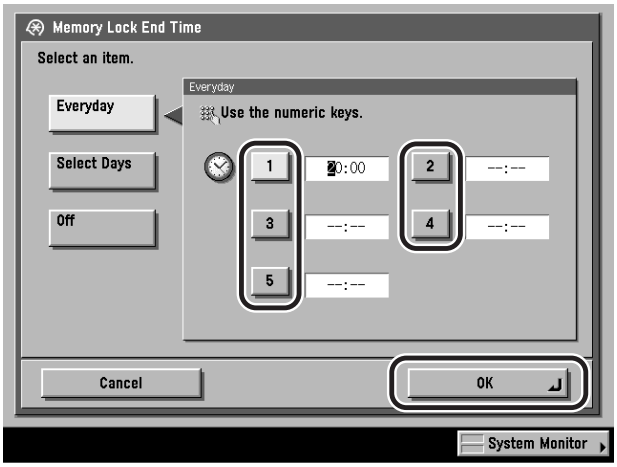
3 Select [Everyday], [Select Days], or [Off].



● If you select [Everyday]:

❑ Select a number ([1] to [5]) → enter the end time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different end times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

NOTE

If you make a mistake when entering the time, you can also press Ⓒ (Clear) to clear your entry.

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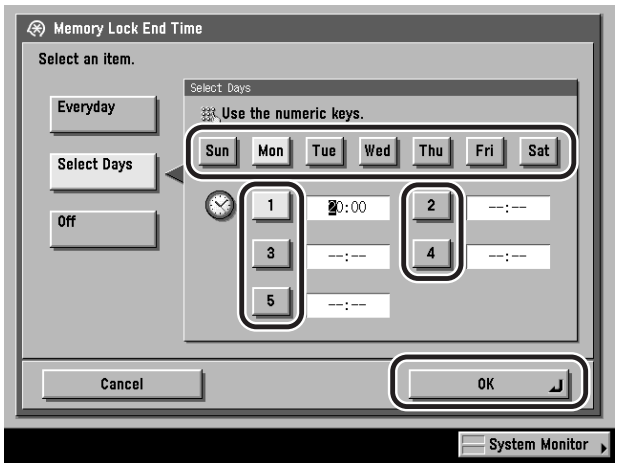
● **If you select [Select Days]:**

❑ Select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]).

❑ Enter the end time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different end times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, enter another four digit number.

The selected mode is set.

NOTE

If you make a mistake when entering the time, you can also press ⓒ (Clear) to clear your entry.

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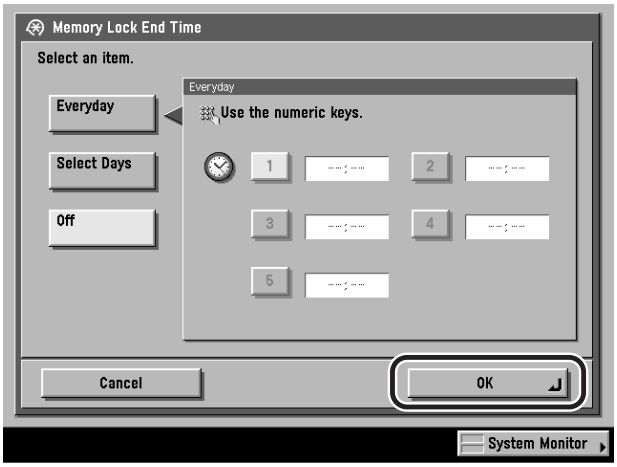
● **If you select [Off]:**

❑ Press [OK].



If you select [Off], Memory Lock will not automatically turn on at a specified time. You can manually turn Memory Lock On or Off by pressing [On] or [Off] under <I-Fax Memory Lock> on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function. (See Chapter 4, "Storing Received Documents," in the *Mail Box Guide*.)

The selected mode is set.

NOTE

You can select [Everyday] for Memory Lock Start Time, and [Select Days] for Memory Lock End Time, and vice versa.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Manage/Access to Address Book

You can set the Address Book with a password and set access numbers to restrict its use.

Address Book Password

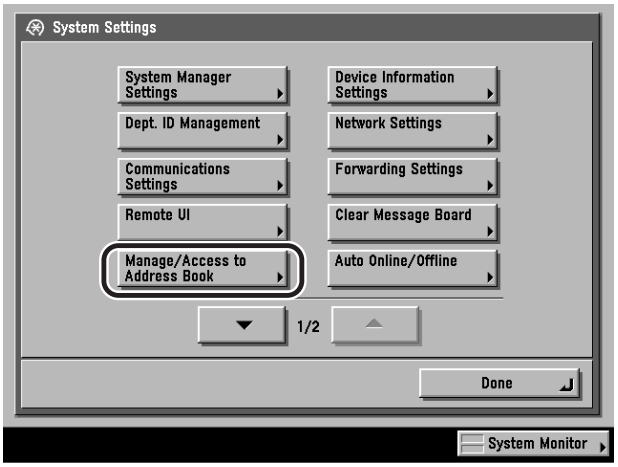
You can set a password for the Address Book. If a password is set, restrictions can be placed on the registering, editing, or erasing of destinations.

NOTE

You can enter up to seven digits for the password. If you enter fewer than seven digits, the machine stores the password with leading zeros.

- Example: If <321> is entered, <0000321> is stored.

1 Press (Additional Functions) → [System Settings] → [Manage/Access to Address Book].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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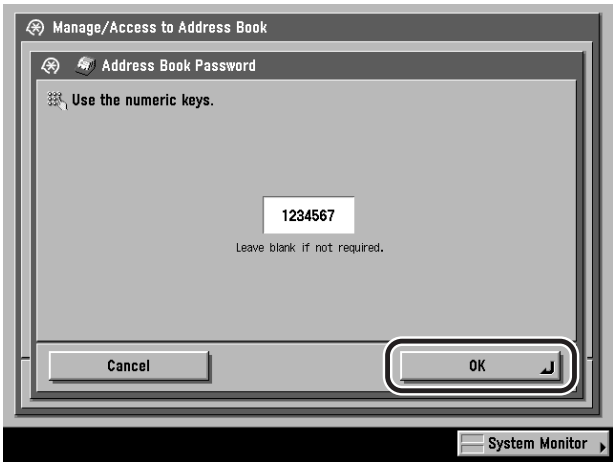
2 Press [Address Book Password].

3 Enter the desired password using ⓪ - ⑨ (numeric keys) → press [OK].



If you do not want to set the Address Book with a password, do not enter a number.

You cannot store a password with only zeros as the number, such as <0000000>.

The password is set.

NOTE

If you make a mistake when entering the password, press Ⓒ (Clear) to clear your entry.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Access Number Management

You can set up a private address book using an access number. This feature enables you to restrict other users from viewing and utilizing these special addresses.

NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings] → [Manage/Access to Address Book].

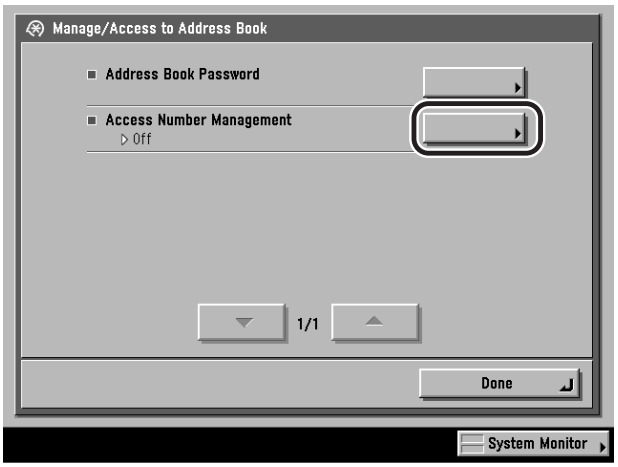
If necessary, see the screen shot in step 1 of "Address Book Password," on p. 10-22.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Access Number Management].



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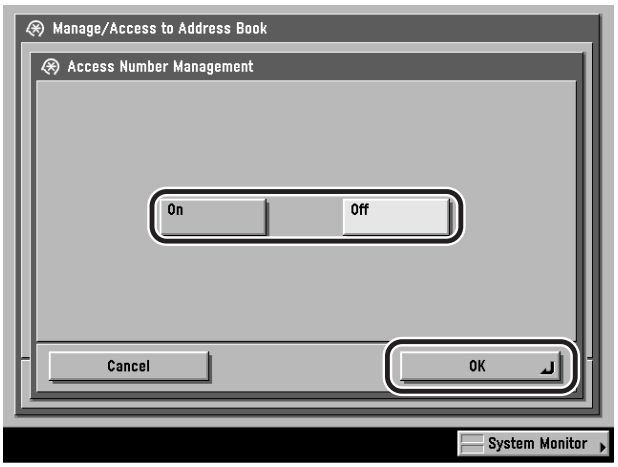
3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Forwarding Settings

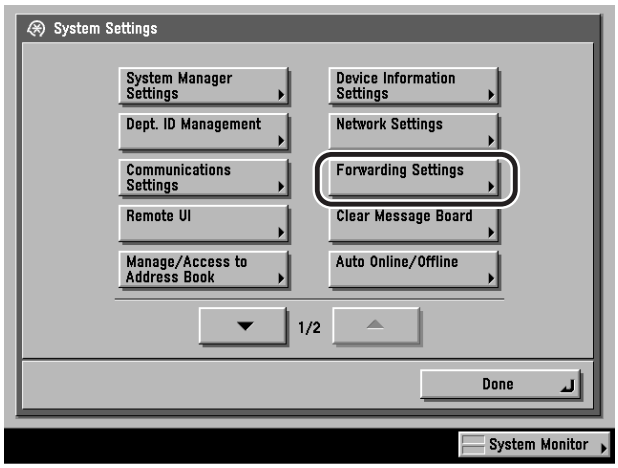
You can set the machine to store received I-fax documents in Confidential Fax Inboxes, or forward them to other machines or file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination. This section explains the conditions for forwarding, and how to register, change, and erase forwarding destinations.

NOTE

- The maximum number of forwarding settings that you can store is 150.
- For instructions on forwarding documents received via the Fax function, see Chapter 11, "System Manager Settings," in the *Facsimile Guide*.

Storing Forwarding Settings

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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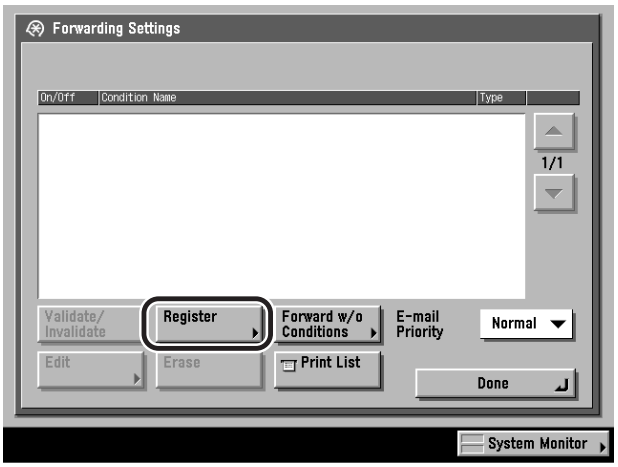
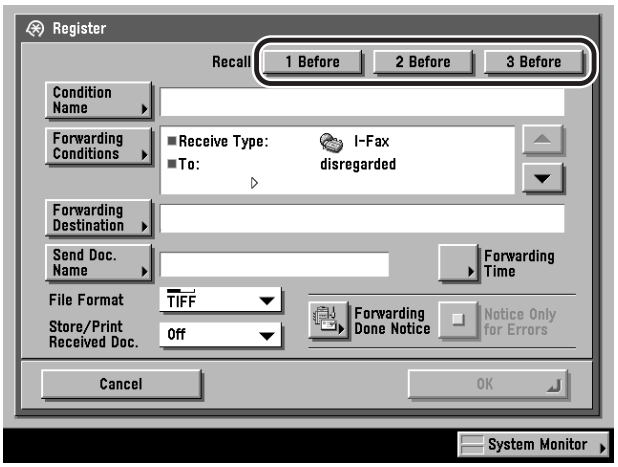
2 Press [Register].



3 To recall the forwarding settings of a received document that you have stored, press [1 Before], [2 Before], or [3 Before].



You can recall the last three forwarding settings.

The recalled forwarding settings are displayed.

IMPORTANT

- The forwarding settings are stored in memory if you press [OK] on the Register screen or the Edit screen.
- Identical forwarding settings are stored only once in memory.

NOTE

- The three most recent forwarding settings that were stored in memory are not erased even when the power is turned OFF.
- The forwarding settings of a received document that were not stored in memory are not displayed even when you press the recall keys.

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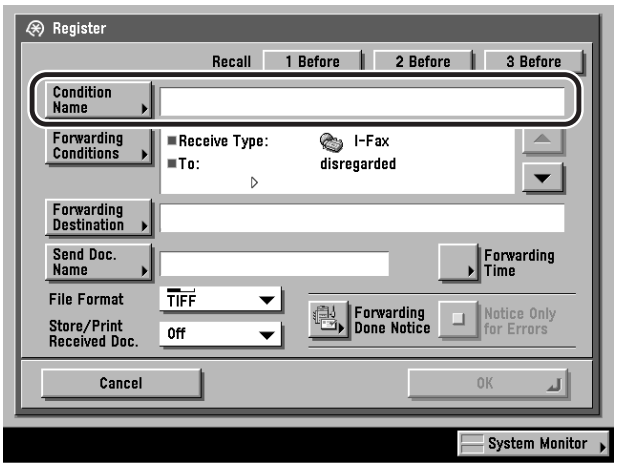
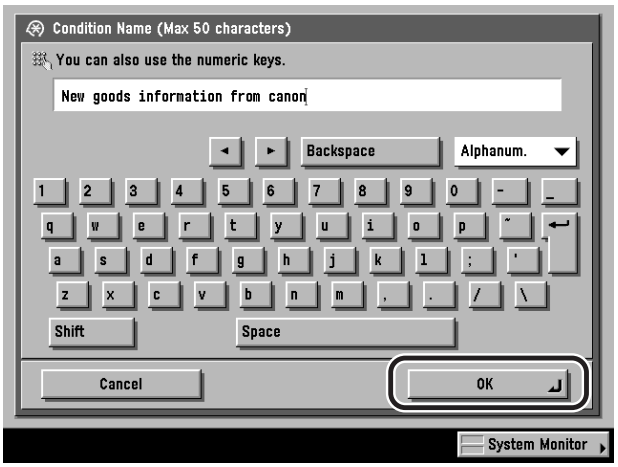
4 Press [Condition Name].



5 Enter a name for the forwarding condition → press [OK].



You can enter up to 50 characters for the condition name.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the Send Doc. Name is not specified, the first 24 characters of the condition name are also stored as the document name. However, you can change the document name at any time.

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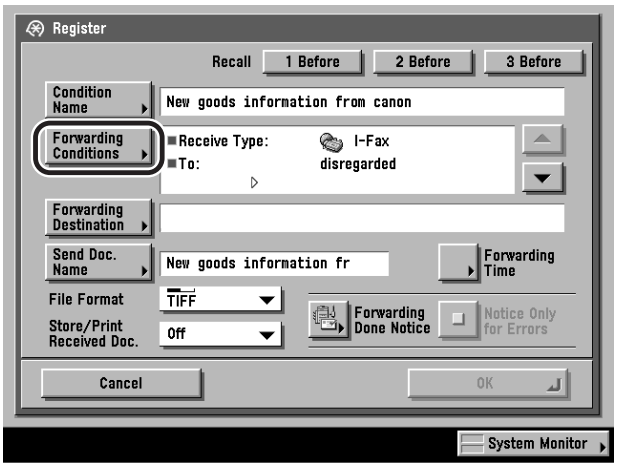
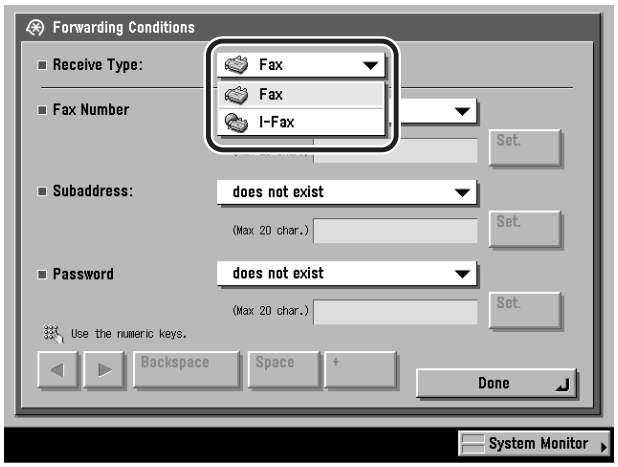
6 Press [Forwarding Conditions].



7 Press the Receive Type drop-down list → select [Fax] or [I-Fax].



Super G3 FAX Board is installed.

If the optional Super G3 FAX Board is not installed, this step is not necessary.

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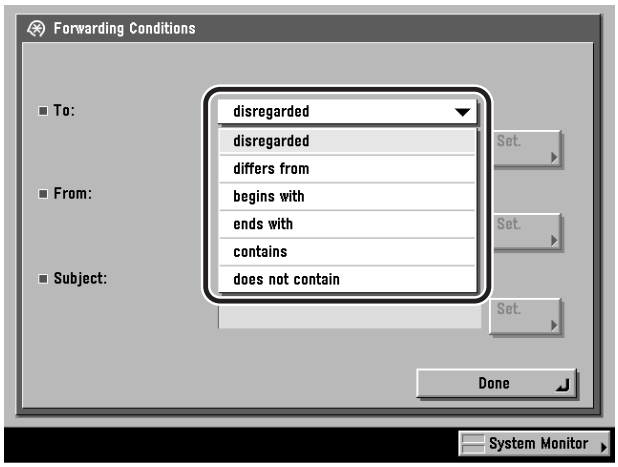
8 Set the forwarding conditions.

- **If the optional Super G3 FAX Board is not installed, or [I-Fax] is selected as the receive type:**

  ❑ Press the To, From, or Subject drop-down list.



The available forwarding conditions are:

[disregarded]:	Disregards the To, From, or Subject information as forwarding conditions.
[equals]:	Forwards the document if the From or Subject information matches all of the characters entered.
[differs from]:	Forwards the document if the To, From, or Subject information differs from the characters entered.
[begins with]:	Forwards the document if the To, From, or Subject information begins with the characters entered.
[ends with]:	Forwards the document if the To, From, or Subject information ends with the characters entered.
[contains]:	Forwards the document if the To, From, or Subject information contains the characters entered.
[does not contain]:	Forwards the document if the To, From, or Subject information does not contain the characters entered.

[equals] is not an option for <To>.

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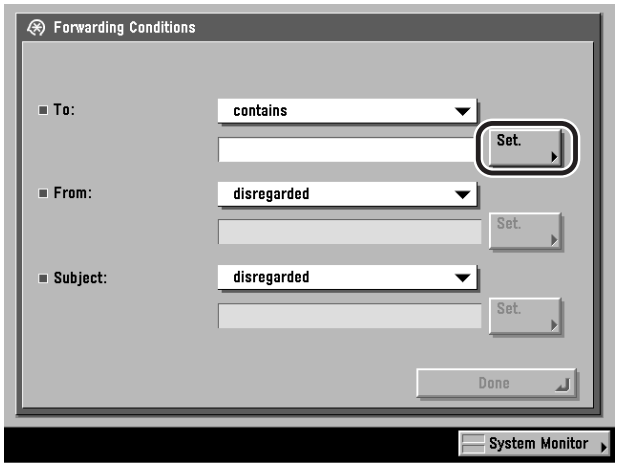
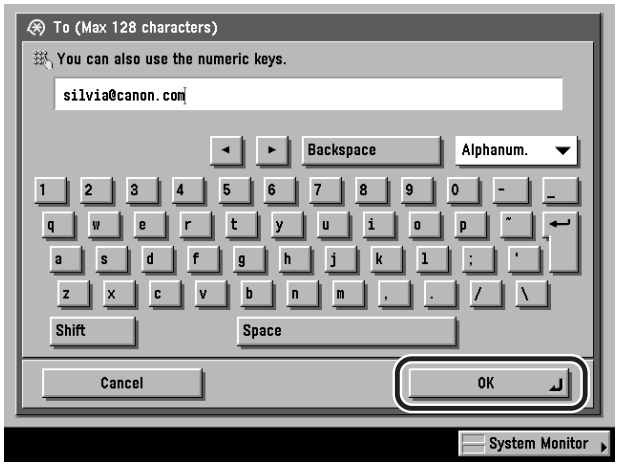
❑ Select the forwarding condition → press [Set.].



❑ Enter the forwarding criteria → press [OK].



❑ If necessary, repeat this step for the other drop-down list(s).

If you want to change the criteria for the forwarding conditions without changing the forwarding condition for the To, From, and Subject drop-down lists, press [Set.] next to the criteria you want to change → enter the new criteria → press [OK].

The forwarding conditions are set.

NOTE

- If [disregarded] is selected, you cannot enter any criteria for the forwarding condition.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can enter up to 128 characters for the To, From, or Subject forwarding criteria.
- If you want to select a Confidential Fax Inbox as the forwarding destination, set the conditions as follows:
  To: [disregarded]
  From: [equals]
  Subject: [disregarded]

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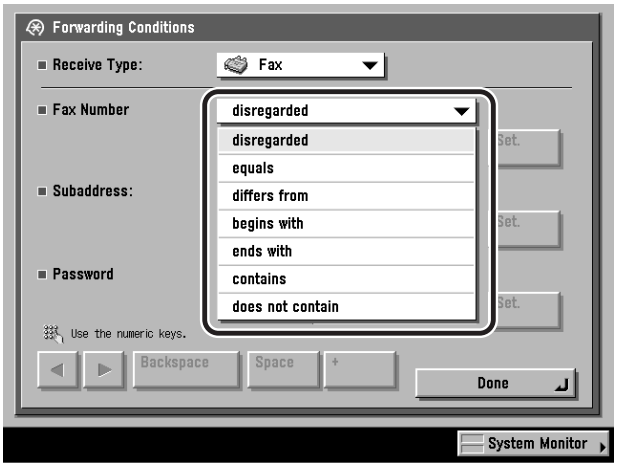
● If the optional Super G3 FAX Board is installed, and [Fax] is selected as the receive type:

❑ Select the Fax Number, Subaddress, or Password drop-down list.



The available forwarding conditions are:

[disregarded]: Disregards the Fax Number information as a forwarding condition.

[does not exist]: The Subaddress or Password information does not exist.

[equals]: Forwards the document if the Fax Number, Subaddress, or Password information matches all of the characters entered.

[differs from]: Forwards the document if the Fax Number information differs from the characters entered.

[begins with]: Forwards the document if the Fax Number information begins with the characters entered.

[ends with]: Forwards the document if the Fax Number information ends with the characters entered.

[contains]: Forwards the document if the Fax Number information contains the characters entered.

[does not contain]: Forwards the document if the Fax Number information does not contain the characters entered.

[does not exist] is not an option for <Fax Number>.

[does not exist] and [equals] are the only forwarding conditions that can be selected for <Subaddress> and <Password>.

You cannot set the following combinations of conditions.

Fax Number	Subaddress	Password
[disregarded]	[does not exist]	[equals]
Other than [disregarded]	[equals]	[equals]
Other than [disregarded]	[does not exist]	[equals]
Other than [disregarded]	[equals]	[does not exist]

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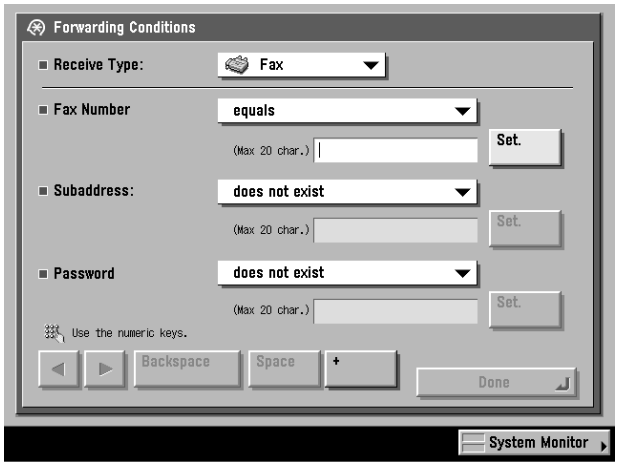
❑ Select the forwarding condition → press [Set.] → enter the forwarding criteria using 0 - 9 (numeric keys).



[◀] [▶]: Use to move the position of the cursor.

[Backspace]: Press when you enter an incorrect number. The last number entered is deleted, enabling you to enter the correct number.

[Space]: Press to insert a space between numbers.

[+]: Press to insert a "+" sign between the country code and fax number.

❑ If necessary, repeat this step for the other drop-down list(s).

If you want to change the criteria for the forwarding conditions without changing the forwarding condition for the Fax Number, Subaddress, and Password drop-down lists, press [Set.] next to the criteria you want to change → enter the new criteria.

NOTE

- If [disregarded] or [does not exist] is selected, you cannot enter any criteria for the forwarding condition.
- You can enter up to 20 characters for the Fax Number, Subaddress, or Password forwarding criteria. The characters that can be entered are:
  - Fax Number: 0 to 9, [Space], [+]
  - Subaddress: 0 to 9, *, #, [Space]
  - Password: 0 to 9, *, #, [Space]
- If you want to select a Confidential Fax Inbox as the forwarding destination, set the conditions as follows. If you do not set any of the conditions, an error will occur.

- Fax Number:	[disregarded]		Fax Number:	[equals]
- Subaddress:	[equals]	or	Subaddress:	[does not exist]
- Password:	[does not exist] or [equals]		Password:	[does not exist]

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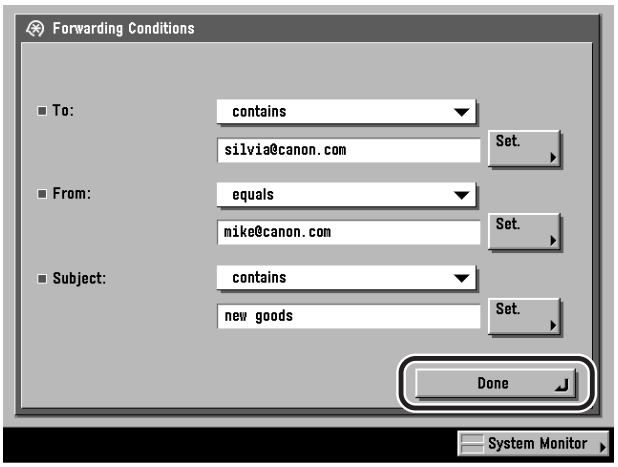
9 Press [Done].



10 Press [Forwarding Destination] → select [Address Book] or [Conf. Fax Inbox].

[Address Book]: Select to forward the received document to another machine (relay function).

[Conf. Fax Inbox]: Select to store the received document in a Confidential Fax Inbox.

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NOTE

- Documents received by I-fax, fax, and e-mail cannot be forwarded into User Inboxes.
- If the selected destination is a group address which contains a User Inbox, as a destination the document is not sent and stored in that User Inbox.
- [Conf. Fax Inbox] cannot be selected if you do not set the forwarding conditions in step 8 as follows:
  - I-fax:
    To: [disregarded]
    From: [equals]
    Subject: [disregarded]
  - Fax (if the optional Super G3 FAX Board is installed):

Fax Number:	[disregarded]		Fax Number:	[equals]
Subaddress:	[equals]	or	Subaddress:	[does not exist]
Password:	[does not exist] or [equals]		Password:	[does not exist]

● If you select [Address Book], and if Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:

❑ Press [Access Number].

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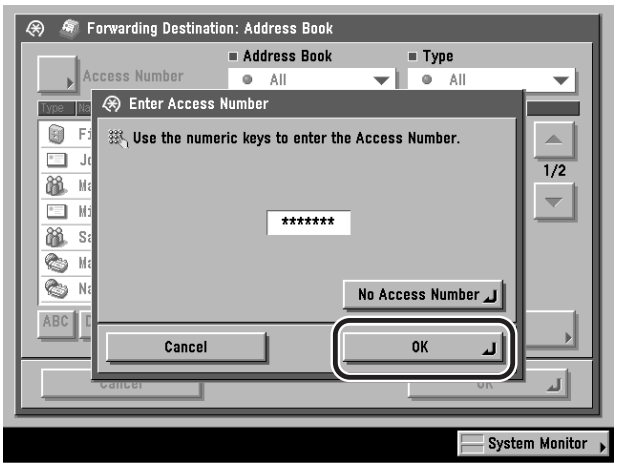
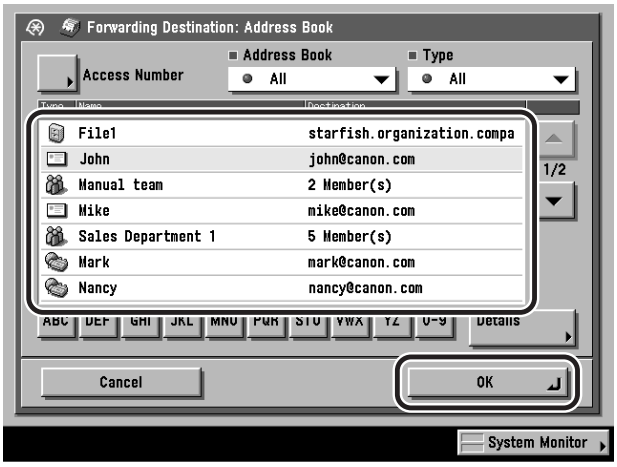
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the forwarding destination → press [OK].



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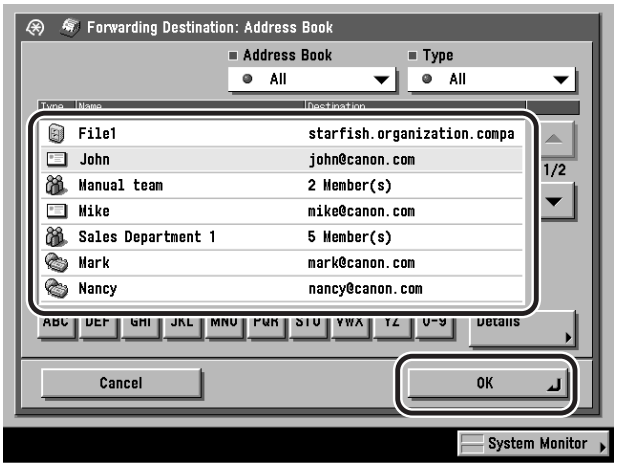
● **If you select [Address Book], and Access Number Management is set to 'Off', and the destination is not stored with an access number or in a private address book:**

❑ Select the forwarding destination → press [OK].



You cannot select multiple destinations. To forward to multiple destinations, select a group address.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book. Select one of these subaddress books to limit the display of destinations.

You can also specify a destination by searching through the directory listings on a server on a network using LDAP. (See "Using a Server," on p. 2-38.)

If the optional Super G3 FAX Board is installed, you can also specify fax numbers as forwarding destination.

NOTE

- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected destination, select the destination again.
- To view the detailed information of a selected destination, select the destination → press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 9-5.)

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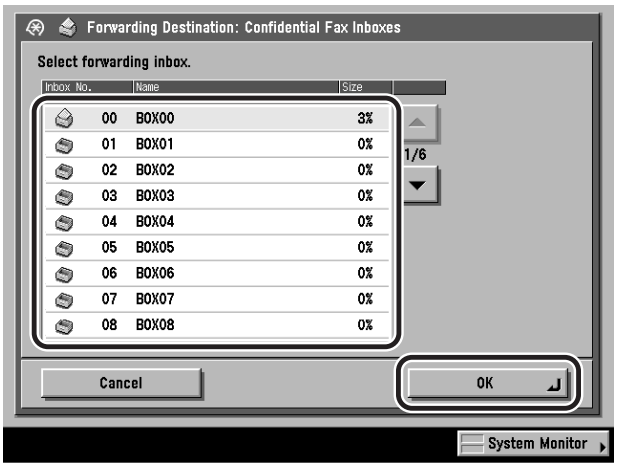
● If you select [Conf. Fax Inbox]:

❑ Select the desired Confidential Fax Inbox → press [OK].



If the desired Confidential Fax Inbox is not displayed, press [▼] or [▲] to scroll to the Confidential Fax Inbox.

You cannot select multiple Confidential Fax Inboxes.

IMPORTANT

- You cannot select a Confidential Fax Inbox that is already set with forwarding conditions.
- Documents cannot be forwarded to Confidential Fax Inboxes in the following cases: (The actual number given below may vary depending on the remaining capacity of the hard disk.)
  - When 100 documents have been stored in the selected inbox
  - When a total of 1,000 documents or images have been stored in all of the inboxes
  - When a total of approximately 3,700 pages of documents or images have been stored in all of the inboxes

NOTE

It is recommended that you delete unwanted documents or image data from your inbox to make space for storing new documents.

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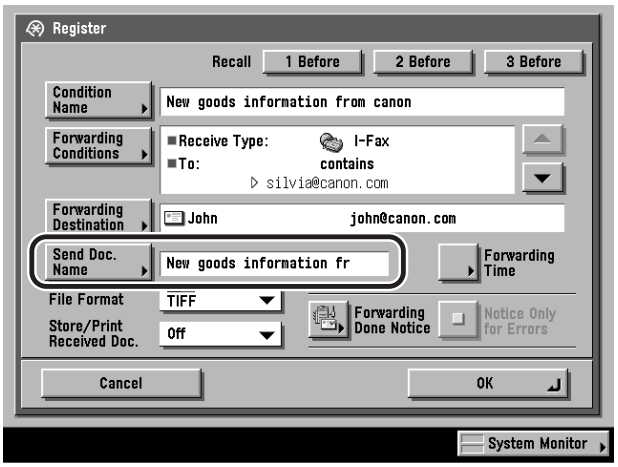
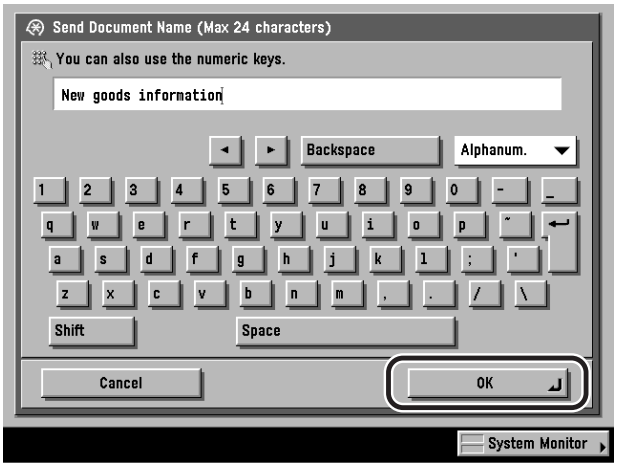
11 Press [Send Doc. Name].



If you selected a Confidential Fax Inbox as the forwarding destination, proceed to step 13.

12 Enter the name of the document → press [OK].



The condition name is automatically entered as the document's name by default. However, you can change this name.

You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

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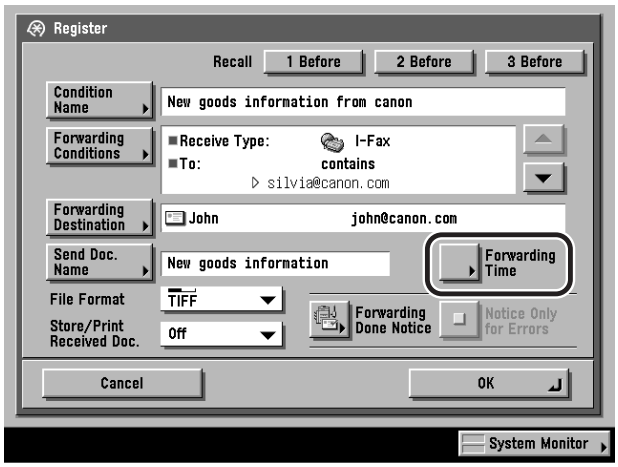
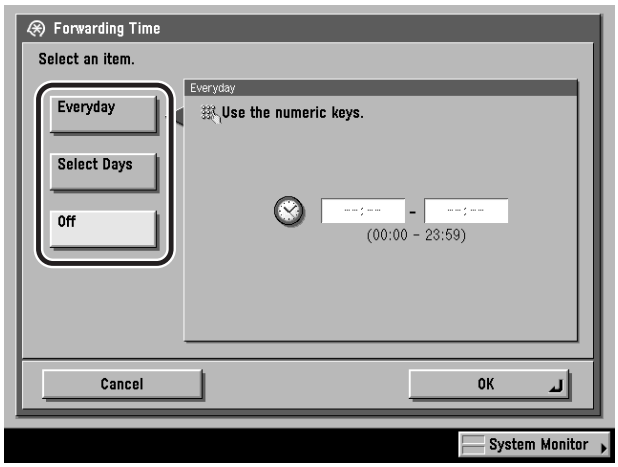
13 Press [Forwarding Time].



14 Select [Everyday], [Select Days], or [Off].



IMPORTANT

The start time and end time cannot be set with the same time.

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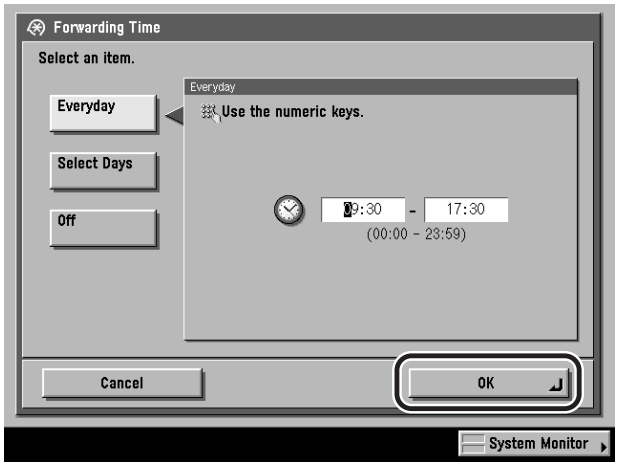
● If you select [Everyday].

❑ Enter the start time and the end time using ⓪ - ⑨ (numeric keys) → press [OK].



You can set the start time and end time from 00:00 to 23:59.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you want to specify the entire day, enter '00:00' as the start time, and '23:59' as the end time.

The forwarding time is set.

NOTE

If you make a mistake when entering the time, press Ⓒ (Clear) to clear your entry, and enter another four digit number.

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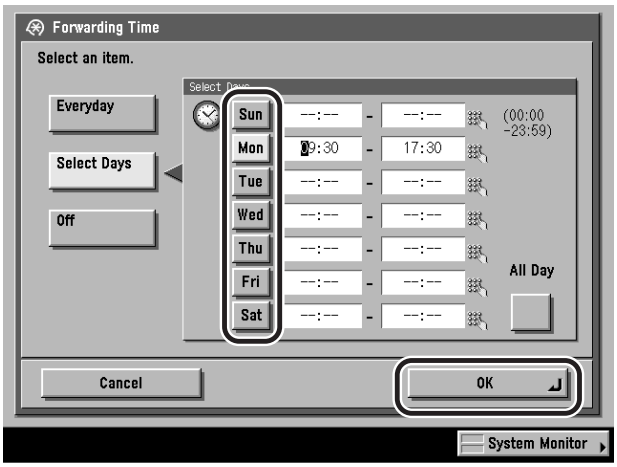
● If you select [Select Days].

❑ Select a day of the week ([Sun] to [Sat]).

❑ Enter the start time and end time for the selected day using ⓪ - ⑨ (numeric keys) → press [OK].



You can set the start time and end time from 00:00 to 23:59.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If you press [All Day], the start and end time for the selected day of the week are automatically set to '00:00' and '23:59' respectively.

The forwarding time is set.

NOTE

If you make a mistake when entering the time, press Ⓒ (Clear) to clear your entry, and enter another four digit number.

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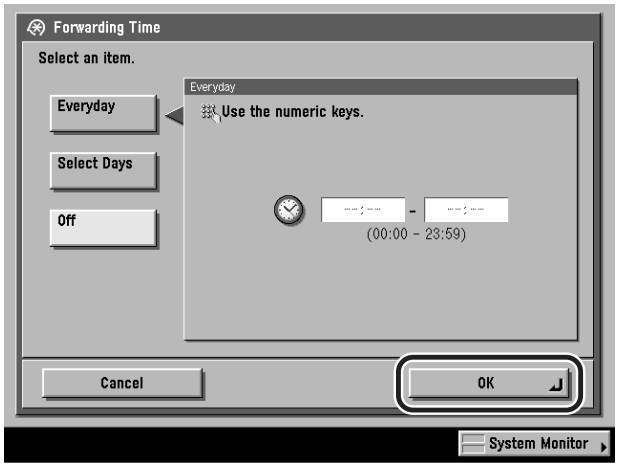
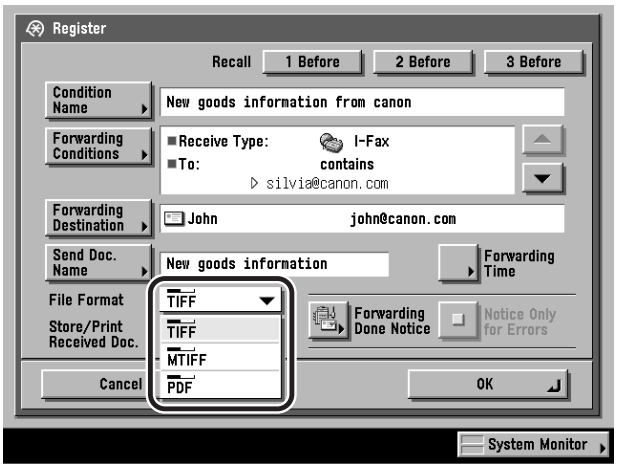
● **If you select [Off].**

❑ Press [OK].



The forwarding time is set.

15 Press the File Format drop-down list → select the file format of the document you want to forward.



The user can select the file format only in the case of sending e-mail or to a file server.

This part of the procedure is not necessary if either of the following is true:

- An I-fax address is specified as the forwarding destination
- A User Inbox or Confidential Fax Inbox is specified as the forwarding destination
- A fax number is specified as the forwarding destination (if the optional Super G3 FAX Board is installed)

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File Formats:

[TIFF]: Forwards images in the TIFF (Black-and-White) format.

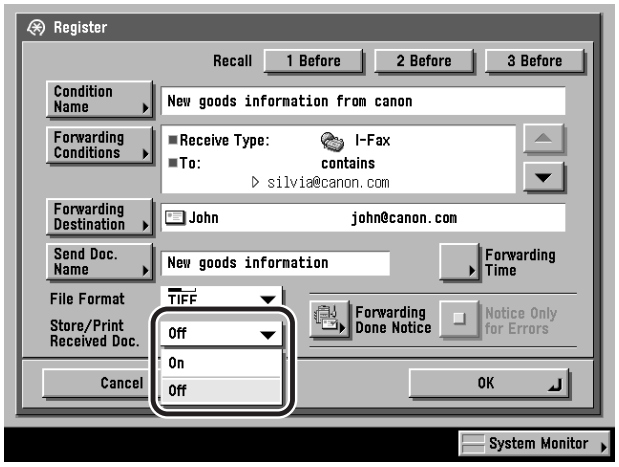
[MTIFF]: Enables you to insert multiple images into a single MTIFF file. Forwards the file in the MTIFF (Black-and-White) format.

[PDF]: Enables you to insert multiple images into a single PDF file. Forwards the file in the PDF format regardless of the color mode.

NOTE

- In order to view a TIFF or MTIFF file, a software application that supports TIFF or MTIFF file formats (such as Imaging for Windows) is required.
- In order to view a PDF file, Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File Formats," in the Glossary, on p. 13-12.

16 Press the Store/Print Received Doc. drop-down list → select [On] or [Off].



If you selected a Confidential Fax Inbox as the forwarding destination, this step is not necessary.

[On]: The received document is stored in the Memory RX Inbox or printed.

[Off]: The received document is not stored in the Memory RX Inbox or printed.

NOTE

- If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'On', the received document is stored in the Memory RX Inbox. (See "Storing Received I-Fax Documents in Memory," on p. 10-13, and Chapter 6, "Receiving Documents.")
- If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'Off', the received document is printed. (See "Storing Received I-Fax Documents in Memory," on p. 10-13, and Chapter 6, "Receiving Documents.")

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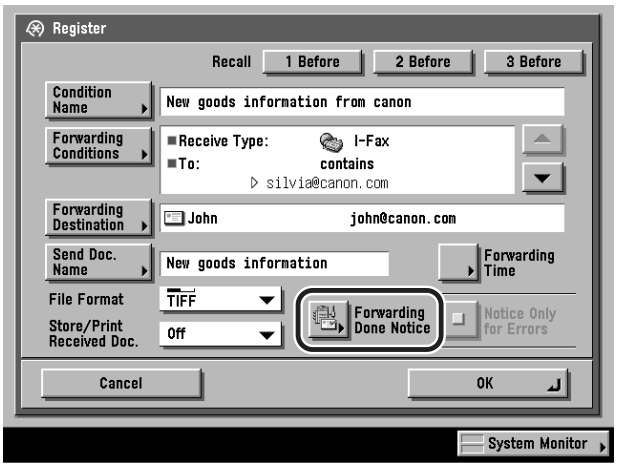
17 Press [Forwarding Done Notice].



18 Select the destination where the forwarding done notice is to be sent.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

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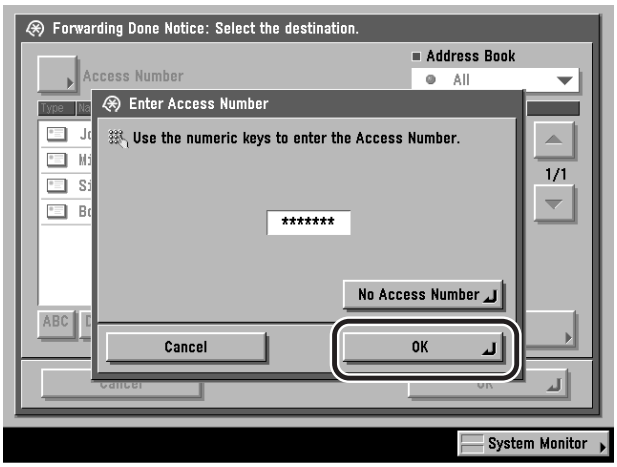
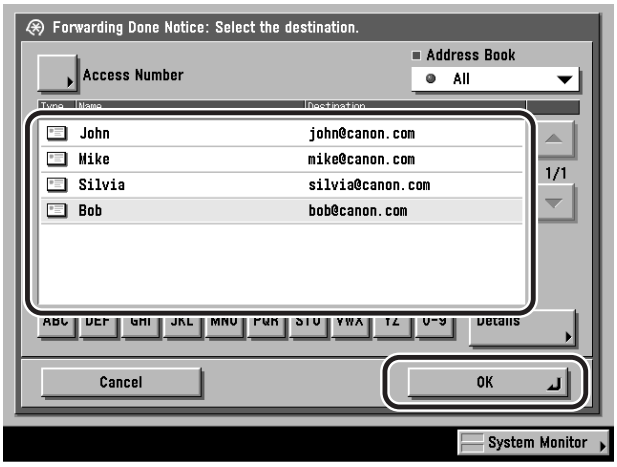
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destination → press [OK].



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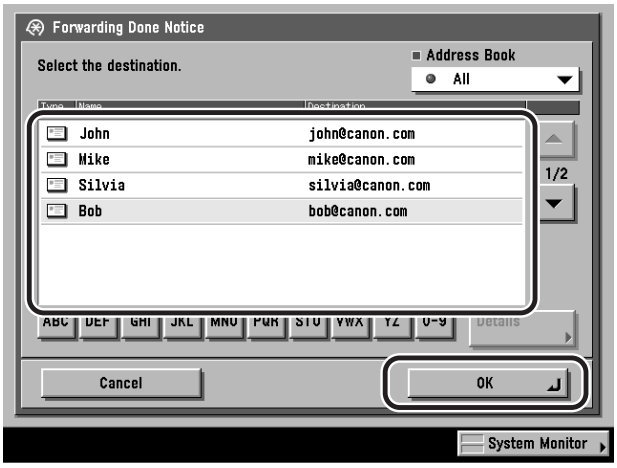
● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination → press [OK].



You cannot select multiple destinations.

If you selected a Confidential Fax Inbox as the forwarding destination, this step is not necessary.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book. Select one of these subaddress books to limit the display of destinations.

NOTE

- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected destination, select the destination again.
- To view the detailed information of a selected destination, select the destination → press [Details].
- To be able to select a destination, for the forwarding done notice, it is necessary to register destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 9-5.)

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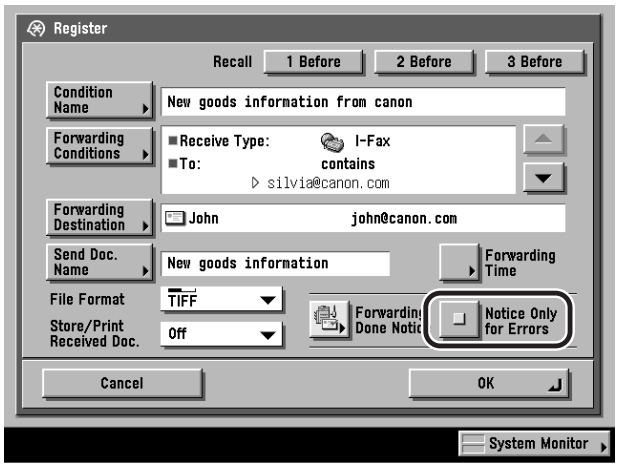
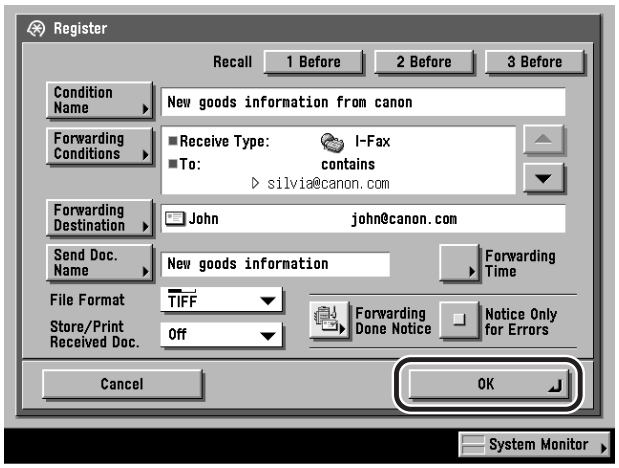
19 Select whether to check [Notice Only for Errors].



If you want the forwarding done notice to be sent only when an error occurs, press [Notice Only for Errors].

If you want the forwarding done notice to be sent every time a received document is forwarded, do not press [Notice Only for Errors].

20 Press [OK].



The selected mode is set.

IMPORTANT

You cannot set to forward the same document to multiple Confidential Fax Inboxes at the same time.

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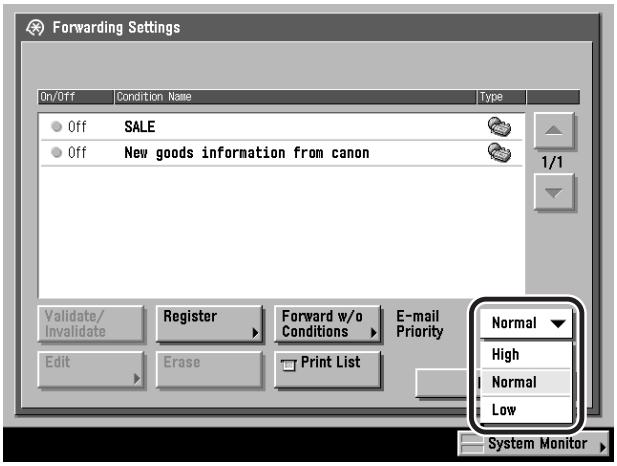
21 If necessary, press the E-mail Priority drop-down list → select a priority for your forwarded e-mail messages.



This setting is necessary only if the forwarding destination is an e-mail address.

22 Press [Done] repeatedly until the Send Basic Features screen appears.

When Forwarding Destinations Do Not Match the Forwarding Conditions

You can store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.

IMPORTANT

If the optional Super G3 FAX Board is installed, and the subaddress and password specified from the sending machine do not match the registered forwarding conditions, the documents are not forwarded to forwarding destinations registered in Forward w/o Conditions in Forwarding Settings in System Settings (from the Additional Functions screen), and the faxed documents are not received.

NOTE

- Forwarding destinations can be stored one at a time, according to the Receive Type of the received document.
- A Confidential Fax Inbox cannot be specified as a forwarding destination when forwarding destinations do not match the forwarding conditions.

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1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

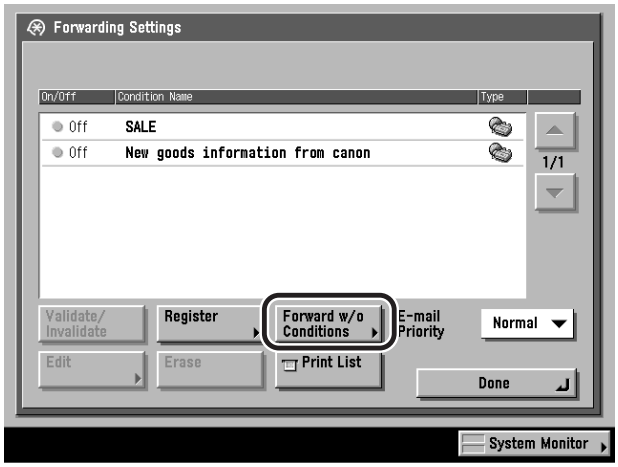
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 10-26.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Forward w/o Conditions].



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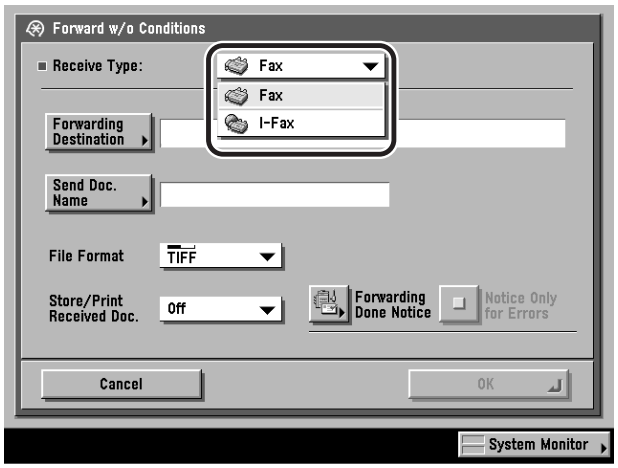
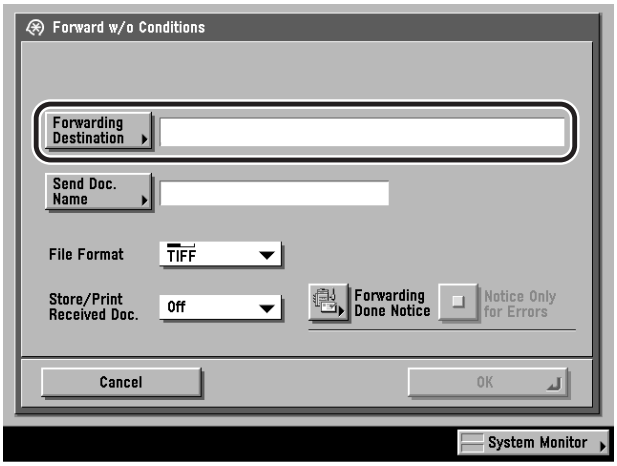
3 Press the Receive Type drop-down list → select [Fax] or [I-Fax].



Super G3 FAX Board is installed.

If the optional Super G3 FAX Board is not installed, this step is not necessary.

4 Press [Forwarding Destination].



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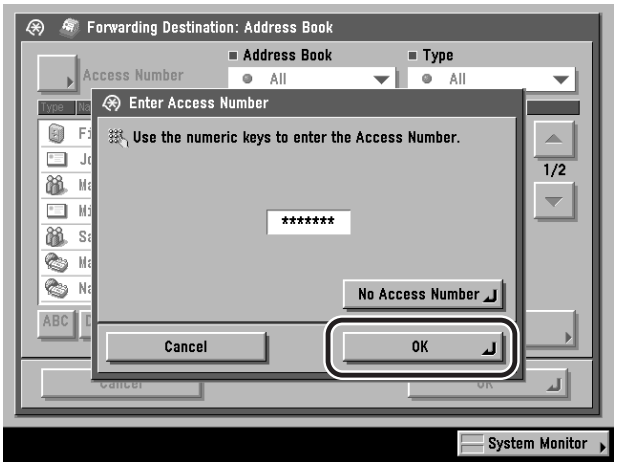
5 Select the forwarding destination.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

  ❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



  If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

  To cancel entering the Access Number, press [Cancel].

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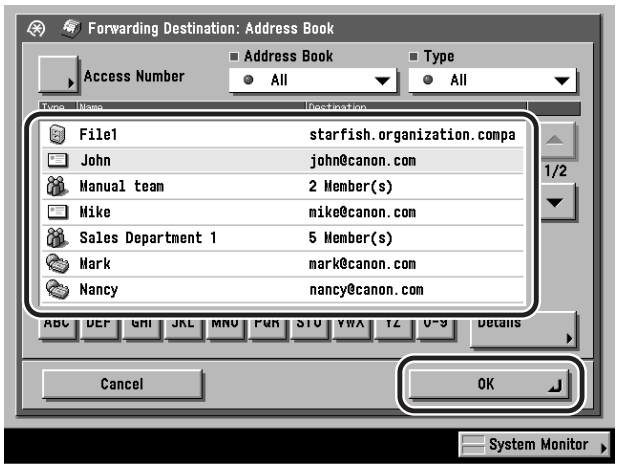
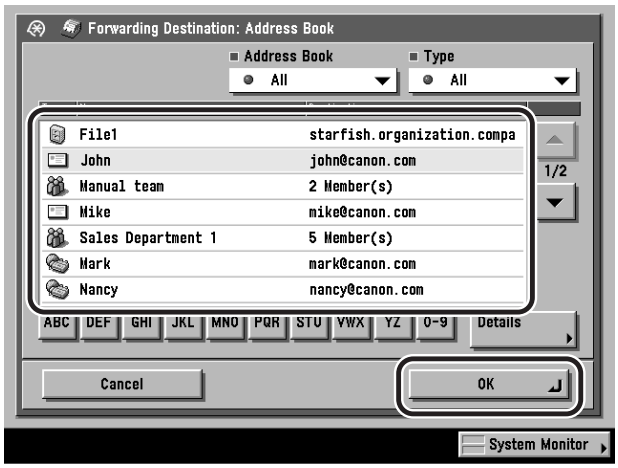
❑ Select the forwarding destination → press [OK].



● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the forwarding destination → press [OK].



You cannot select multiple destinations.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the address stored in the Address Book. Select one of these subaddress books to limit the display of destinations.

You can also specify a destination by searching through the directory listings on a server on a network using LDAP. (See "Using a Server," on p. 2-38.)

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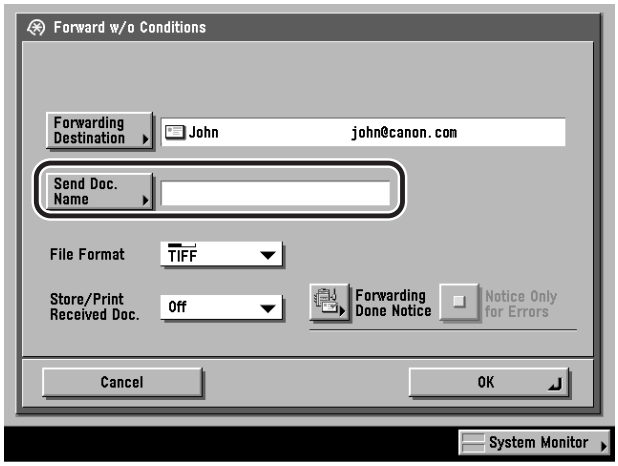
If the optional Super G3 FAX Board is installed, you can also specify fax numbers as forwarding destinations.

NOTE

- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected destination, select the destination again.
- To view the detailed information of a selected destination, select the destination → press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 9-5.)

6 Press [Send Doc. Name].



If the optional Super G3 FAX Board is installed, and a fax number is specified as the forwarding destination, proceed to step 9.

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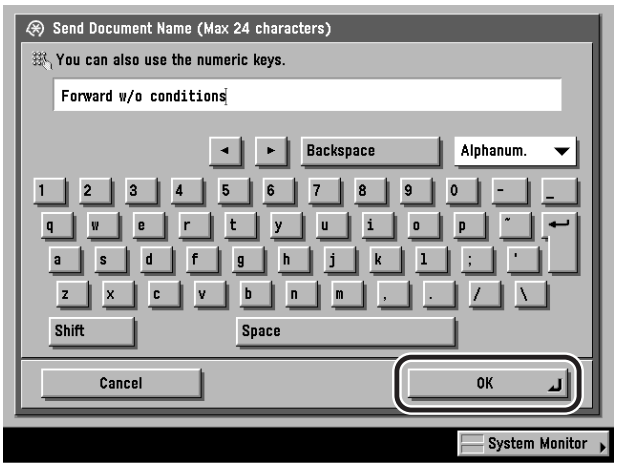
7 Enter the name of the document → press [OK].



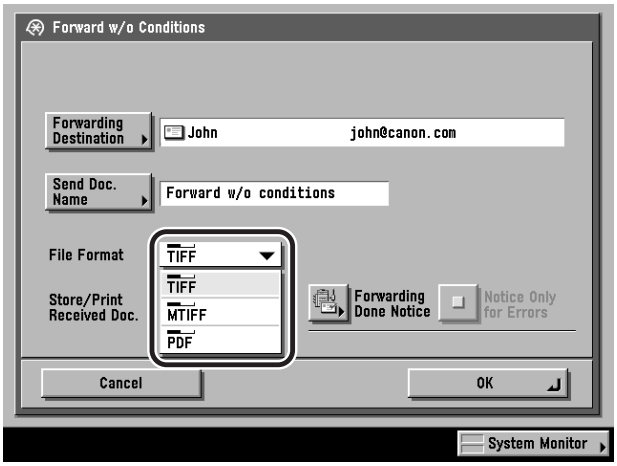
You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

8 Press the File Format drop-down list → select the file format of the document you want to forward.



This part of the procedure is not necessary if either of the following is true:

- An I-fax address is specified as the forwarding destination
- A Fax number is specified as the forwarding destination (if the optional Super G3 FAX Board is installed)

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File Formats:

[TIFF]: Forwards images in the TIFF (Black-and-White) format.

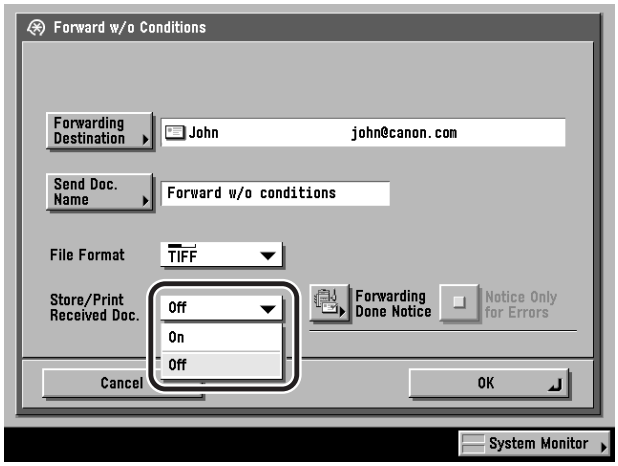
[MTIFF]: Enables you to insert multiple images into a single MTIFF file. Forwards the file in the MTIFF (Black-and-White) format.

[PDF]: Enables you to insert multiple images into a single PDF file. Forwards the file in the PDF format regardless of the color mode.

NOTE

- In order to view a TIFF or MTIFF file, a software application that supports TIFF or MTIFF file formats (such as Imaging for Windows) is required.
- In order to view a PDF file, Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File Formats," in the Glossary, on p. 13-12.

9 Press the Store/Print Received Doc. drop-down list → select [On] or [Off].



[On]: The received document is stored in the Memory RX Inbox or printed.

[Off]: The received document is not stored in the Memory RX Inbox or printed.

NOTE

- If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'On', the received document is stored in the Memory RX Inbox. (See "Storing Received I-Fax Documents in Memory," on p. 10-13, and Chapter 6, "Receiving Documents.")
- If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'Off', the received document is printed. (See "Storing Received I-Fax Documents in Memory," on p. 10-13, and Chapter 6, "Receiving Documents.")

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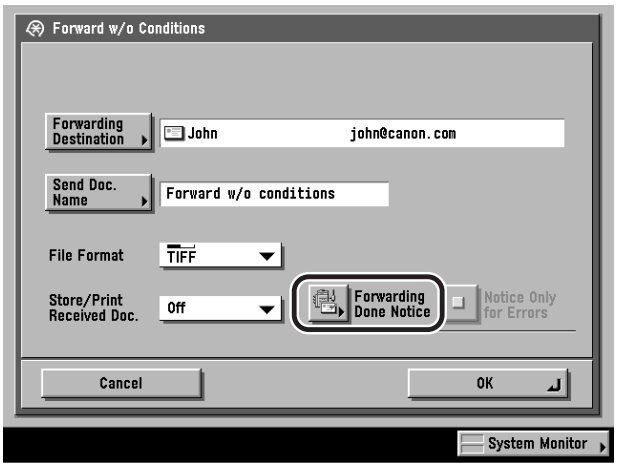
10 Press [Forwarding Done Notice].



11 Select the destination where the forwarding done notice is to be sent.

- **If Access Number Management is set to 'On', and you want to select a destination that is stored with an access number or in a private address book:**

  ❑ Press [Access Number].

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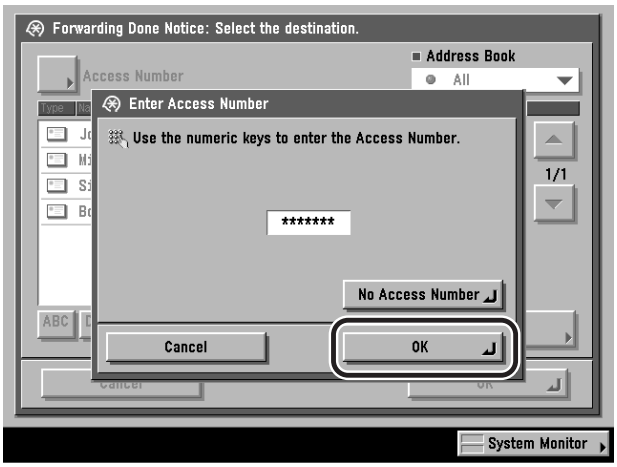
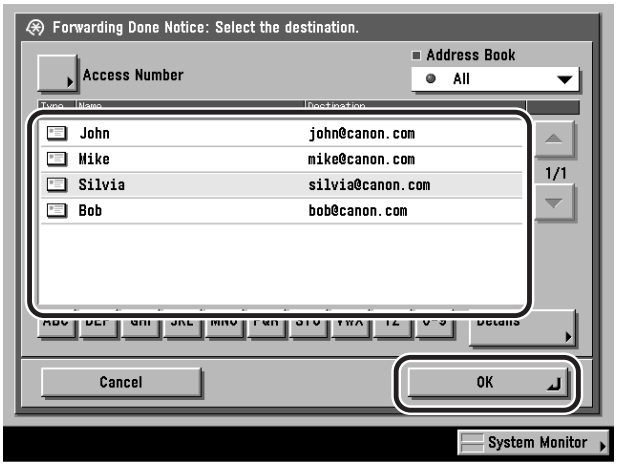
❑ Enter the access number using ⓪ - ⑨ (numeric keys) for the private address book or destination → press [OK].



If you press [No Access Number], the destinations that are not managed with the Access Number setting are displayed.

To cancel entering the Access Number, press [Cancel].

❑ Select the destination → press [OK].



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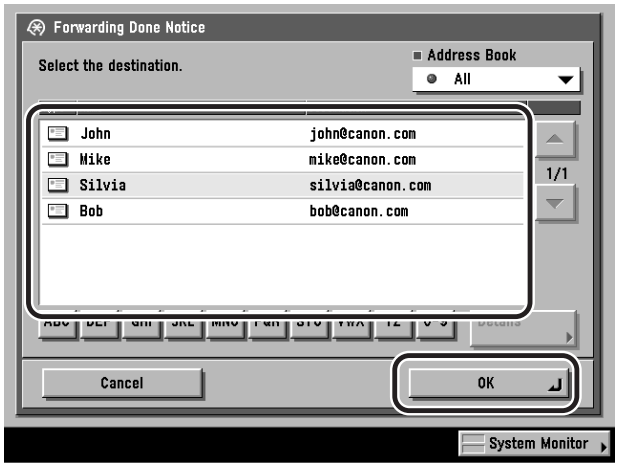
● **If Access Number Management is set to 'Off', or the destination is not stored with an access number or in a private address book:**

❑ Select the destination → press [OK].



You cannot select multiple destinations.

Press the alphabet keys (e.g., [ABC]) to display the range of entries. Press the same key again to return to the full address list.

If the desired destination is not displayed, press [▼]or [▲] to scroll to the desired destination.

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10, or one-touch buttons). Subaddress books categorize the addresses stored in the Address Book. You can select one of these subaddress books to limit the display of destinations.

NOTE

- To display [Access Number], set Access Number Management to 'On'. To access the Access Number Management setting, press (Additional Functions) → [System Settings] → [Manage/Access to Address Book] → [Access Number Management]. (See "Manage/Access to Address Book," on p. 10-22.)
- To cancel a selected destination, select the destination again.
- To view the detailed information of a selected destination, select the destination → press [Details].
- To be able to select a destination for the forwarding done notice, it is necessary to register destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 9-5.)

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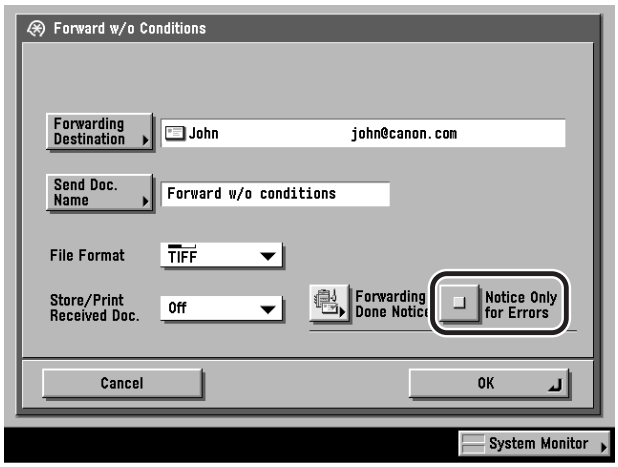
12 Select whether to check [Notice Only for Errors] → press [OK].



If you want the forwarding done notice to be sent only when an error occurs, press [Notice Only for Errors].

If you want the forwarding done notice to be sent every time a received document is forwarded, do not press [Notice Only for Errors].

The selected mode is set.

13 Press [Done] repeatedly until the Send Basic Features screen appears.

Checking/Changing Forwarding Settings

You can check or change forwarding settings that have been stored.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 10-26.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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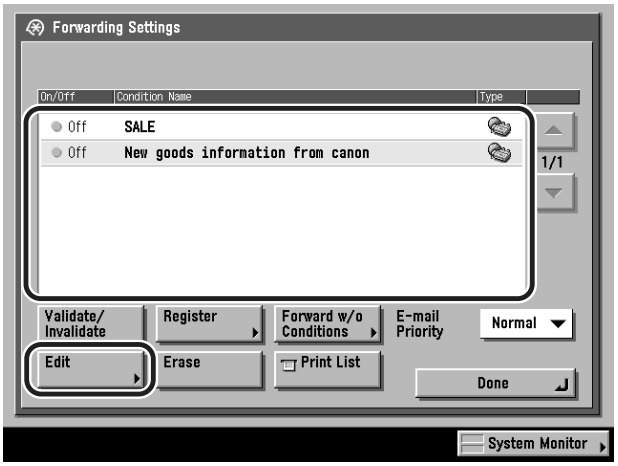
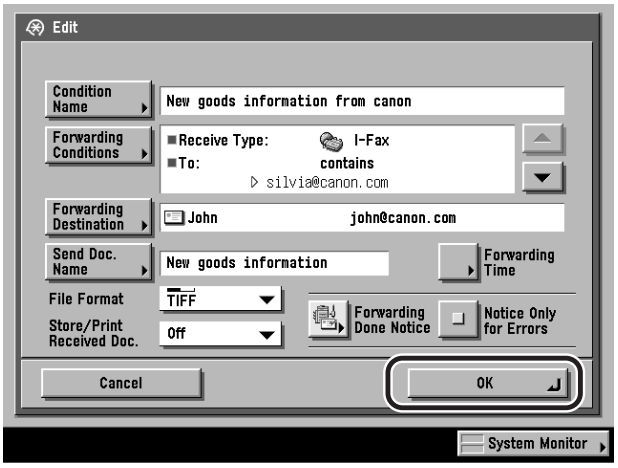
2 Select the forwarding setting whose details you want to check → press [Edit].



If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

3 Check or change the forwarding settings → press [OK].



Press [▼] or [▲] to display and check all of the specified forwarding conditions.

NOTE

For instructions on changing forwarding settings, see "Storing Forwarding Settings," on p. 10-26.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Forwarding Received Documents

You can set whether received documents are forwarded.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

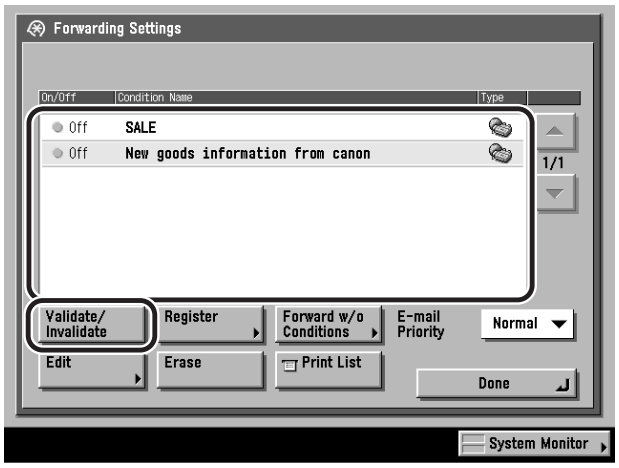
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 10-26.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the desired forwarding setting → press [Validate/Invalidate].



If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

[Validate]: The received document is forwarded to the specified destination if it matches the forwarding conditions.

[Invalidate]: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

To cancel forwarding, press [Validate/Invalidate] again.

The selected forwarding setting is enabled.

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3 Press [Done] repeatedly until the Send Basic Features screen appears.

Erasing Forwarding Settings

You can erase forwarding settings that have been stored.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

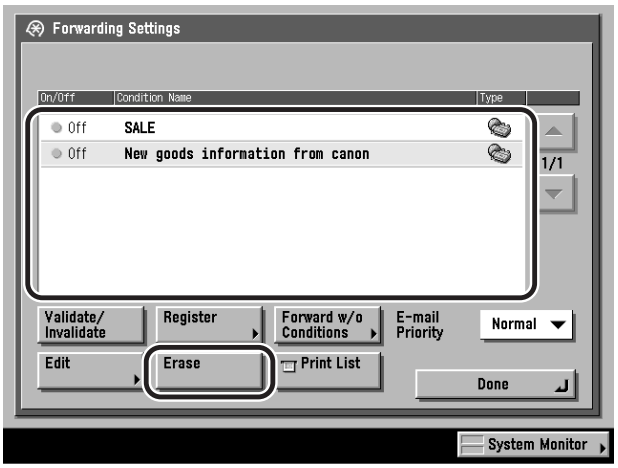
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 10-26.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the forwarding setting that you want to erase → press [Erase].



If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

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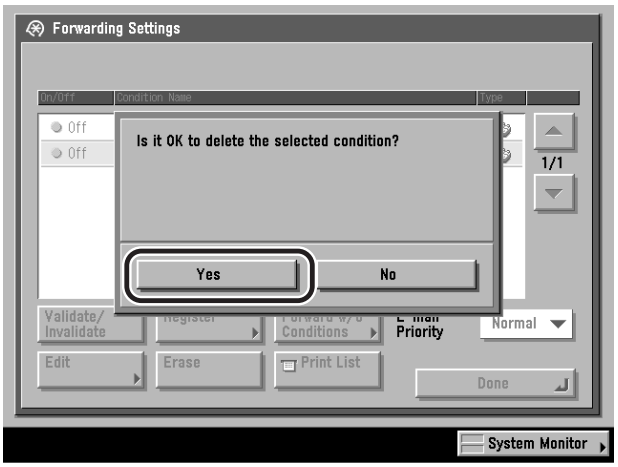
3 Press [Yes].



To cancel erasing the forwarding setting, press [No].

The selected forwarding setting is erased.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing Forwarding Settings

You can print a list of the stored forwarding settings.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 10-26.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

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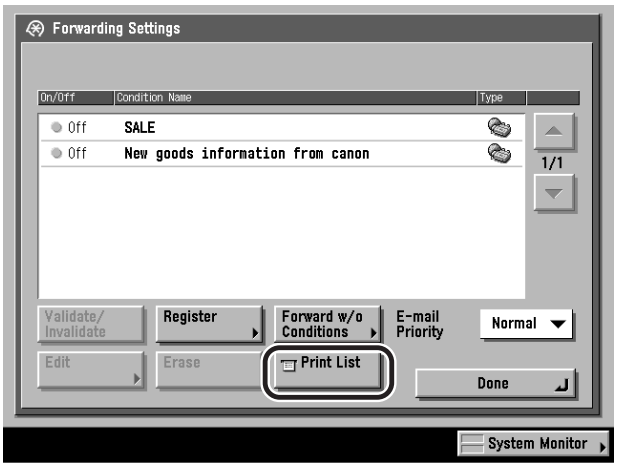
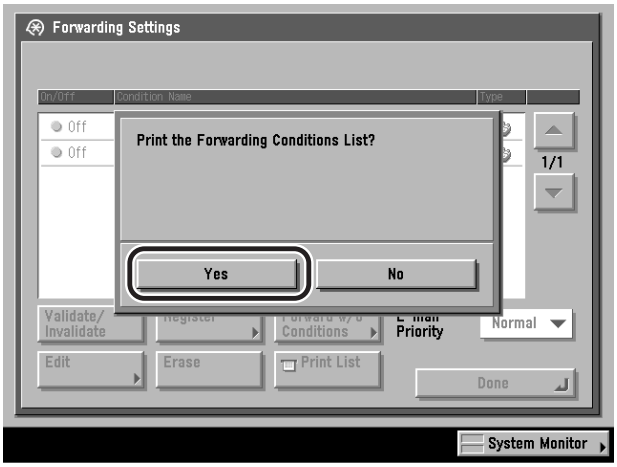
2 Press [Print List].



NOTE

The forwarding settings can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

3 Press [Yes].



To cancel printing, press [No].

The forwarding settings are printed.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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LDAP Server Settings

If the information for an LDAP (Lightweight Directory Access Protocol) server is registered in the machine, you can search for e-mail addresses through the LDAP server. E-mail addresses obtained through the server can be specified as destinations or stored in the Address Book.

NOTE

- The following types of LDAP servers can be used with this machine:
  - Windows 2000 Server with Active Directory
  - Novell NetWare 5.1 (NDS) or later
  - Lotus Notes Domino R5 or later

  For more information, contact your local authorized Canon dealer.
- You can register up to a maximum of five LDAP servers.

Registering an LDAP Server

You have to specify the relevant information for the LDAP server, such as the server name and address.

1 Press (Additional Functions) → [System Settings].

If necessary, see the screen shot in step 1 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

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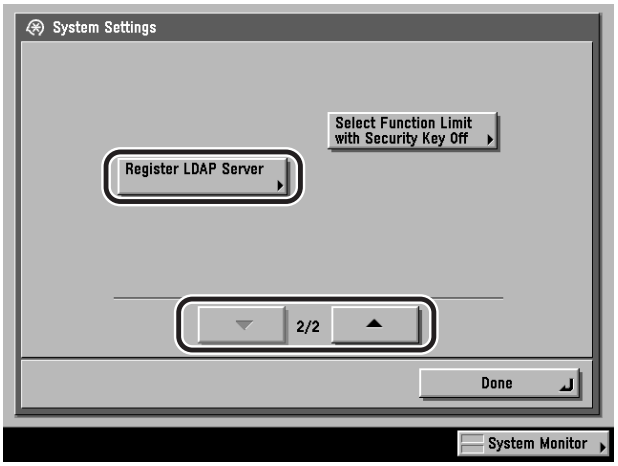
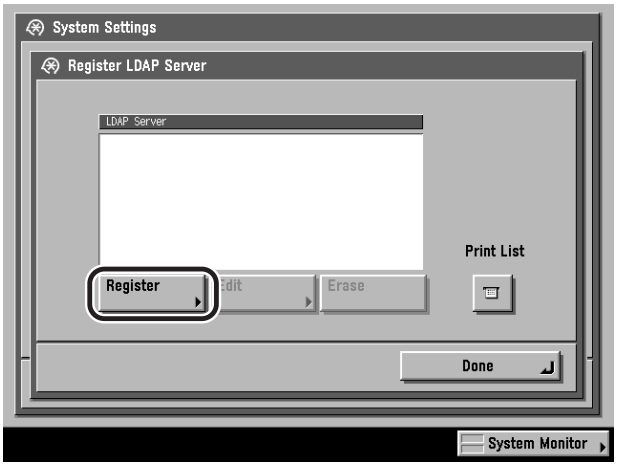
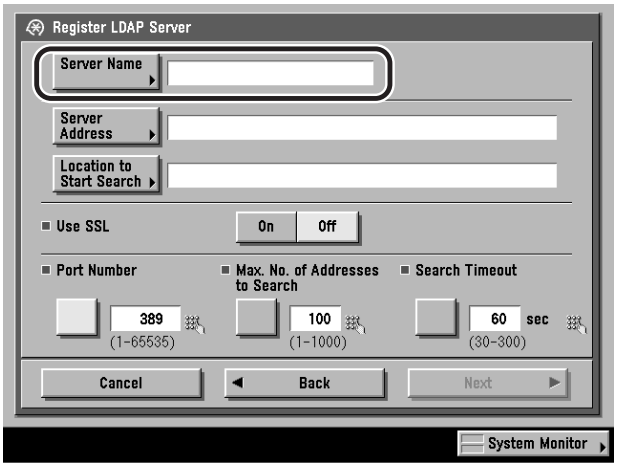
2 Press [▼] or [▲] until [Register LDAP Server] appears → press [Register LDAP Server].



3 Press [Register].



4 Press [Server Name].



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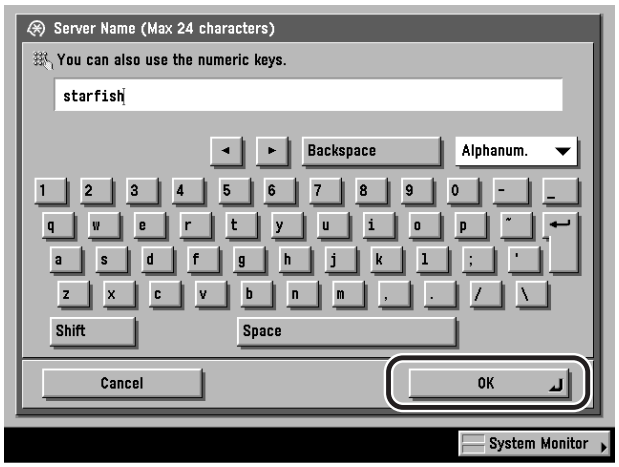
5 Enter the server name → press [OK].



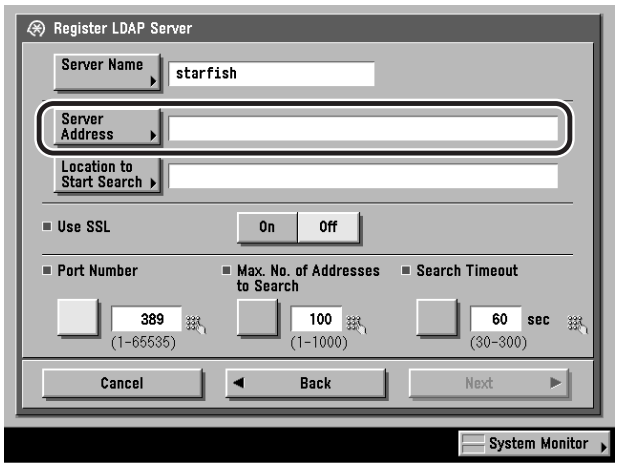
You can enter up to 24 characters for the server name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

6 Press [Server Address].



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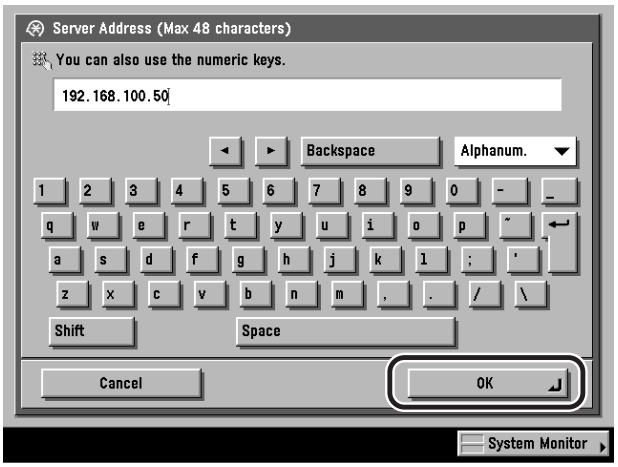
7 Enter the server's address → press [OK].



You can enter up to 48 characters for the server's address.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

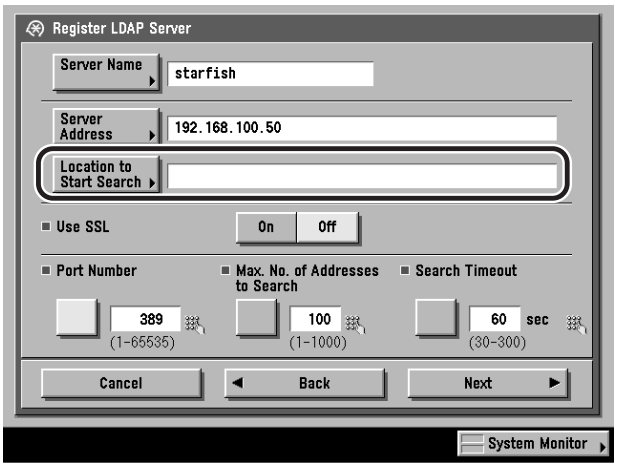
IMPORTANT

If <Login Information> is set to 'Use (security auth.)' for the LDAP server, and Reverse DNS Lookup (a function that looks up the host name from the IP address) is not supported, enter a host name and not an IP address.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

8 Press [Location to Start Search].



If the server's LDAP version is 3, then you do not have to specify [Location to Start Search]. (If the LDAP version is 3, the machine automatically retrieves settings from the server, and sets the location to start searching.) If the server's LDAP version is 2, you have to specify [Location to Start Search].

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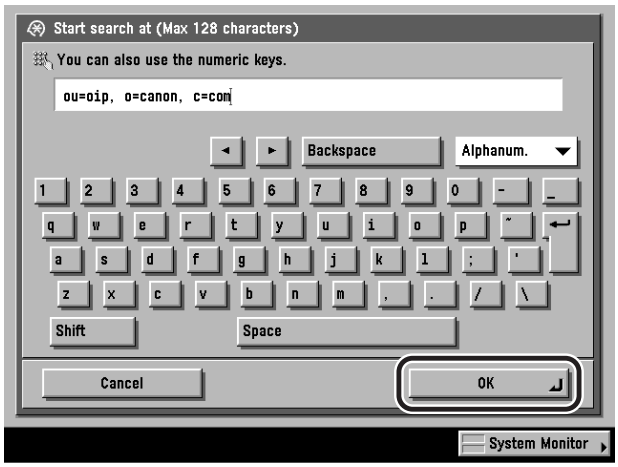
9 Enter the location to start searching → press [OK].



Enter the location to start searching according to the type of LDAP server you are using, or as described below.

- If you are using Windows 2000 Server with Active Directory:
  Add "DC=" to each dot-separated series of characters in the Active Directory domain name, and separate each series of characters by a comma.
  Example: If <team1.salesdept.canon.co.jp> is the domain name in Active Directory:
  DC=team1, DC=salesdept, DC=canon, DC=co, DC=jp
- If you are using Novell NetWare 5.1 (NDS) or later:
  Add the corresponding object class "o=", "ou=", or "c=" to each dot-separated series of characters that configure the distinguished name, and separate each series of characters by a comma.
  Example: If <TEAM1.SALESDEPT.CANON> is the distinguished name in NDS:
  ou=team1, ou=salesdept, o=canon
- If you are using Lotus Notes Domino R5 or later:
  Enter the dn (Distinguished Name) of the node on the directory tree, such as "ou=team1", "ou=salesdept", "o=canon", or "c=jp".

You can enter up to 128 characters for the location to start searching.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

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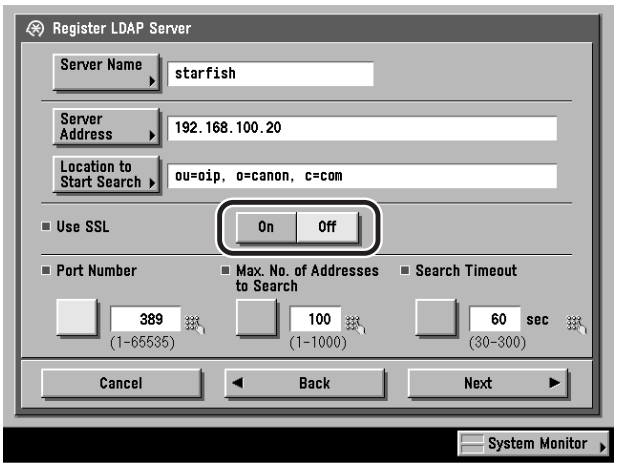
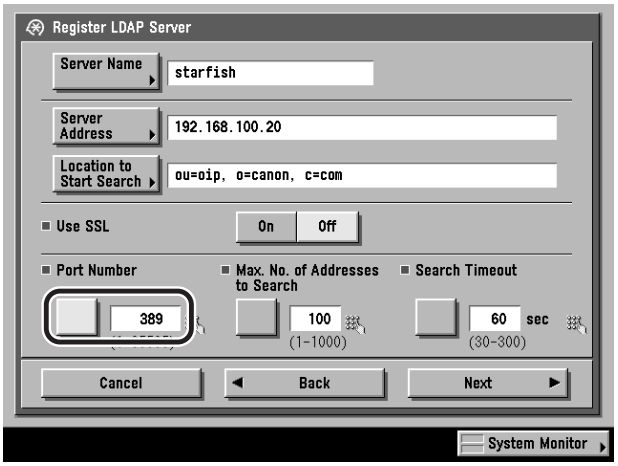
10 Select [On] or [Off] for <Use SSL> (Secure Socket Layer).



[On]: SSL is used. Using SSL encodes the content of the communication and ensures greater security.

[Off]: SSL is not used.

11 Press [Port Number] → enter the port number using ⓪ - ⑨ (numeric keys).



You can enter any port number from 1 to 65,535.

If you make a mistake when entering the port number, press Ⓒ (Clear) → enter the correct number.

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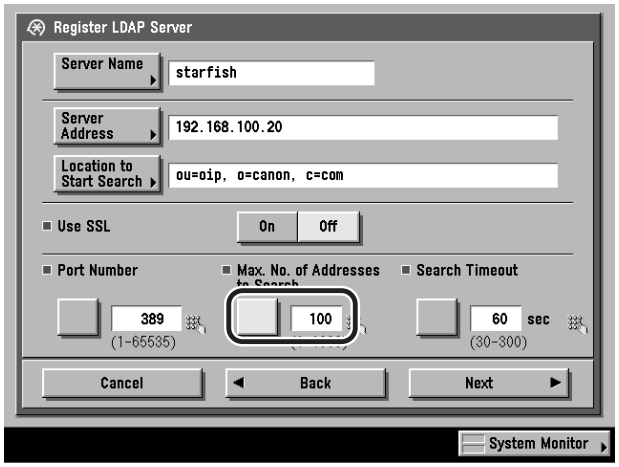
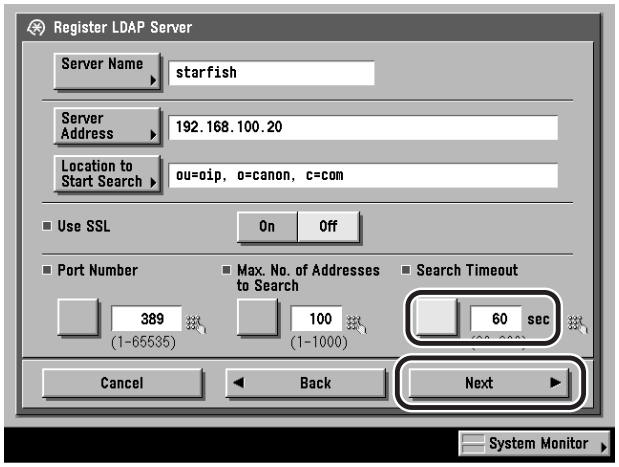
12 Press [Max. No. of Addresses to Search] → enter the maximum number of address to search using ⓪ - ⑨ (numeric keys).



You can enter any number from 1 to 1,000.

If you make a mistake when entering the number, press Ⓒ (Clear) → enter the correct number.

13 Press [Search Timeout] → enter the timeout time, in seconds, using ⓪ - ⑨ (numeric keys) → press [Next].



You can enter any timeout time from 30 to 300 seconds, in one second increments.

If you make a mistake when entering the timeout time, press Ⓒ (Clear) to clear your entry.

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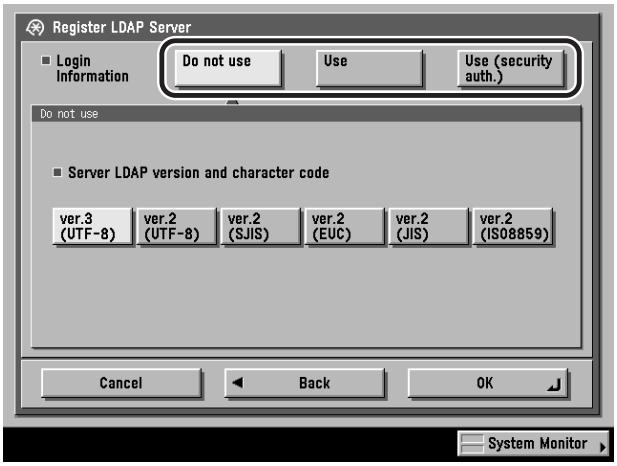
14 Select [Do not use], [Use], or [Use (security auth.)].



IMPORTANT

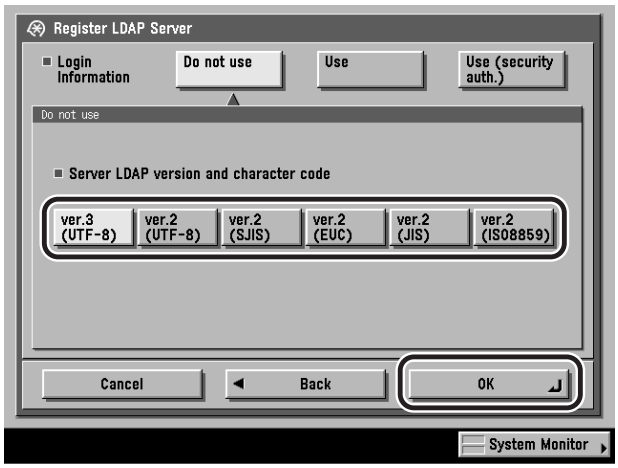
- [Use (security auth.)] can be selected only if the LDAP server is running on Windows 2000 Server with Active Directory.
- If you entered an IP address in step 7, and Reverse DNS Lookup (a function that looks up the host name from the IP address) is not supported, select either [Do not use] or [Use].
- If <Login Information> is set to 'Use (security auth.)', the machine may not be able to connect to the LDAP server if Date & Time Settings in Timer Settings (from the Additional Functions screen) is different from the time settings on the LDAP server.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

● If [Do not use] is selected:

❑ Select the Server LDAP version and character code → press [OK].



UTF-8: Unicode

SJIS: Shift JIS (Japan Industrial Standard)

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EUC: Extended Unix Code

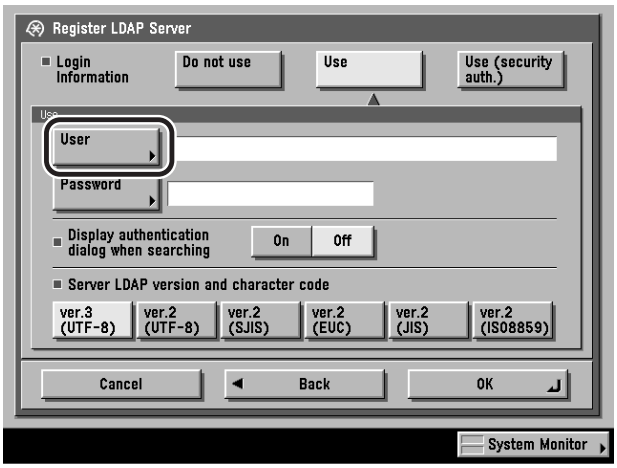
JIS: Japan Industrial Standard

ISO: International Organization for Standardization

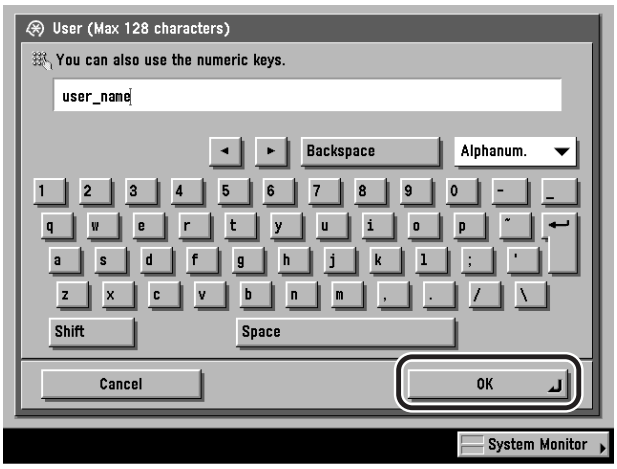
Select the LDAP version and character code according to the LDAP server's environment.

● If [Use] is selected:

❑ Press [User].



❑ Enter the user name → press [OK].



Enter the user name according to the type of LDAP server you are using, or as described below:

- If you are using Windows 2000 Server with Active Directory:
  Press [User] → enter <Windows domain name/Windows user name>.
  Example: If <team1> is the Windows domain name, and <user1> is the Windows user name:
  team1/user1

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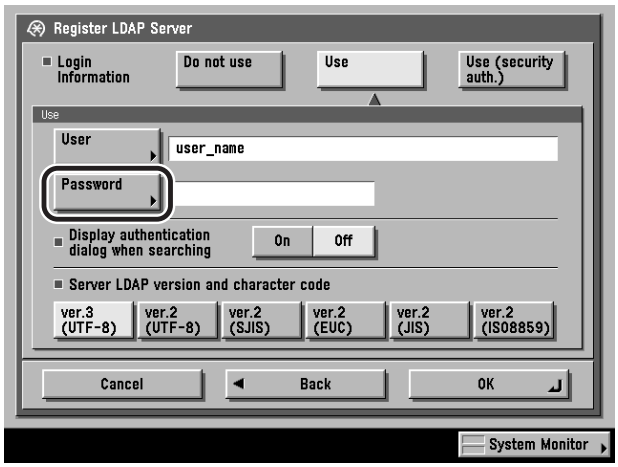
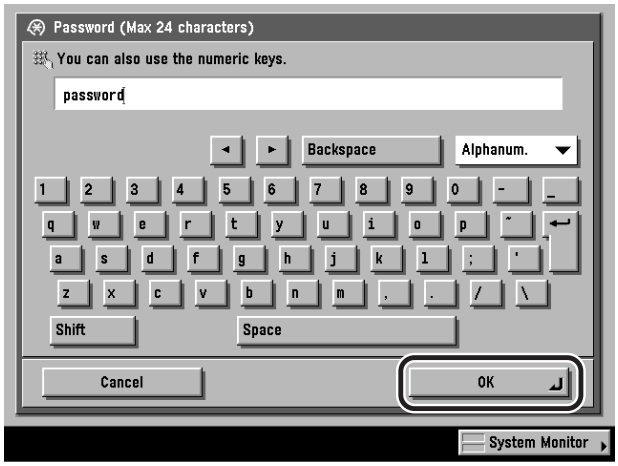
- If you are using Novell NetWare 5.1 (NDS) or later:
  Press [User] → add the corresponding object class "o=", "ou=", or "c=" to each dot-separated series of characters that configure the distinguished name, and separate each series of characters by a comma.
  Example: If <user1.TEAM1.SALESDEPT.CANON> is the distinguished name in NDS:
  cn=user1, ou=team1, ou=salesdept, o=canon
- If you are using Lotus Notes Domino R5 or later:
  Press [User] → enter the dn (Distinguished Name) of the user:
  Example: If <admin/team1/salesdept> is the distinguished name in Lotus Notes Domino:
  cn=admin, ou=team1, or o=salesdept

You can enter up to 128 characters for the user name.

❑ Press [Password].



❑ Enter the password → press [OK].



You can enter up to 24 characters for the password.

After pressing [OK], the password that you entered appears as asterisks (*****).

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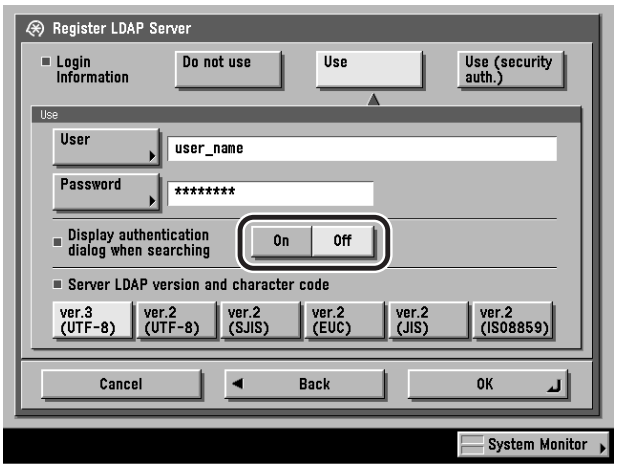
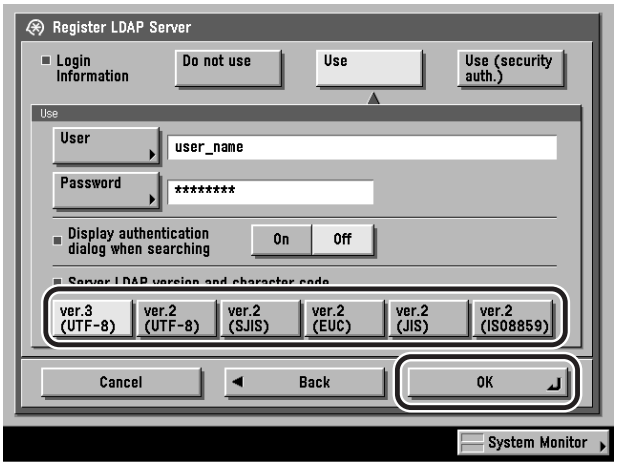
❑ Select [On] or [Off] for <Display authentication dialog when searching>.



[On]: When searching for information on the server, a login information dialog box is displayed even if a password is not required.

[Off]: When searching for information on the server, a login information dialog box is not displayed when a password is not required.

❑ Select the Server LDAP version and character code → press [OK].



Select the LDAP version and character code according to the LDAP server's environment.

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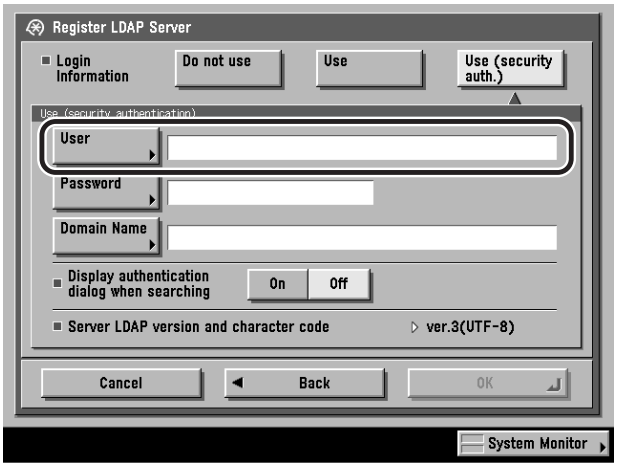
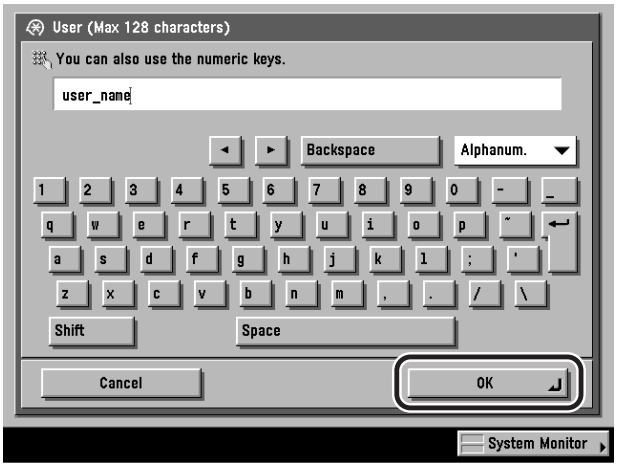
● **If [Use (security auth.)] is selected:**

❑ Press [User].



❑ Enter the Windows user name → press [OK].



You can enter up to 128 characters for the user name.

Example: If <user1> is the Windows user name:

user1

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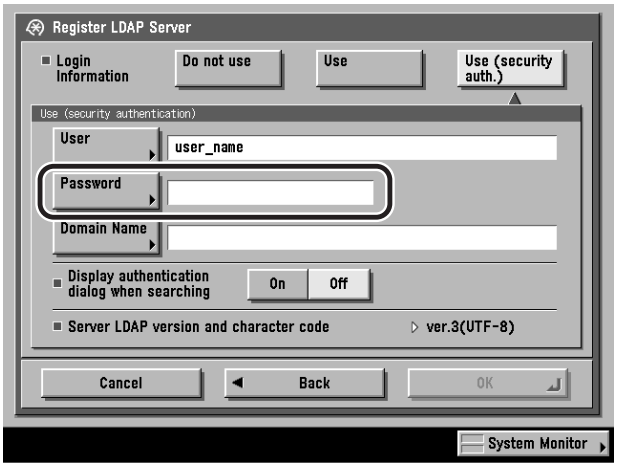
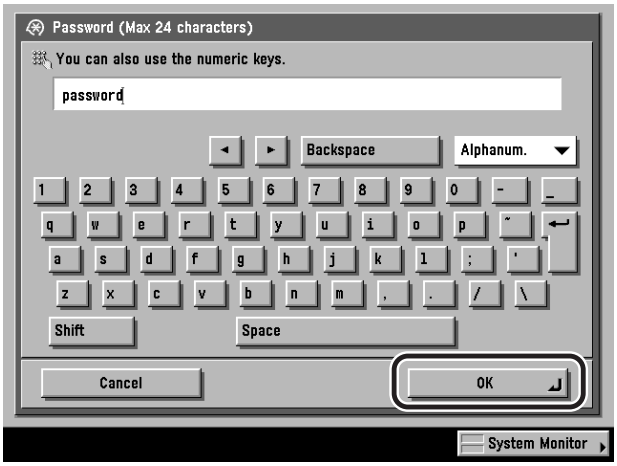
❑ Press [Password].



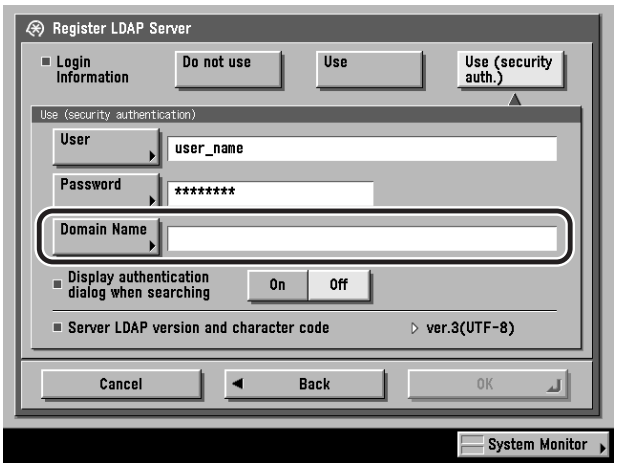
❑ Enter the password → press [OK].



You can enter up to 24 characters for the password.

After pressing [OK], the password that you entered appears as asterisks (*****).

❑ Press [Domain Name].



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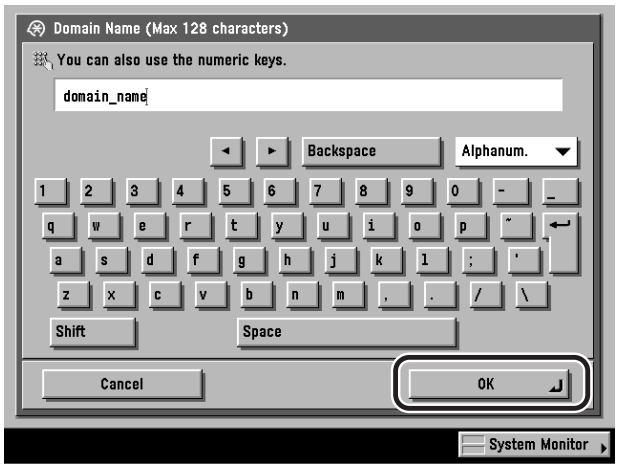
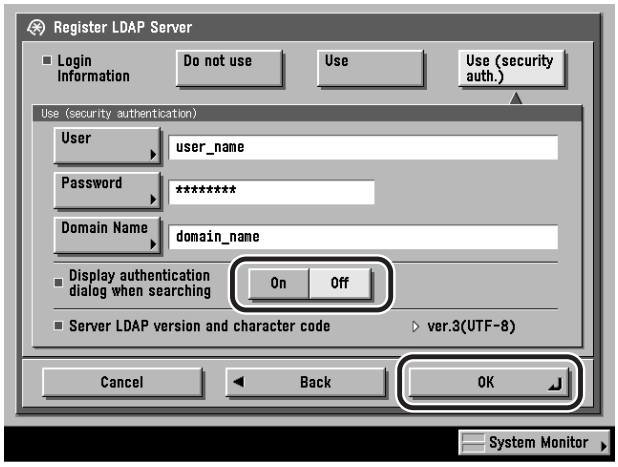
❑ Enter the domain name → press [OK].



Enter the directory tree name of the Active Directory, such as <team1.salesdept.canon.co.jp>.

You can enter up to 128 characters for the domain name.

❑ Select [On] or [Off] for <Display authentication dialog when searching> → press [OK].



[On]: When searching for information on the server, a login information dialog box is displayed even if a password is not required.

[Off]: When searching for information on the server, a login information dialog box is not displayed when a password is not required.

The display returns to the Register LDAP Server screen.

15 Press [Done] repeatedly until the Send Basic Features screen appears.

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Changing an LDAP Server Setting

You can change the settings for a stored LDAP (Lightweight Directory Access Protocol) server.

1 Press (Additional Functions) → [System Settings].

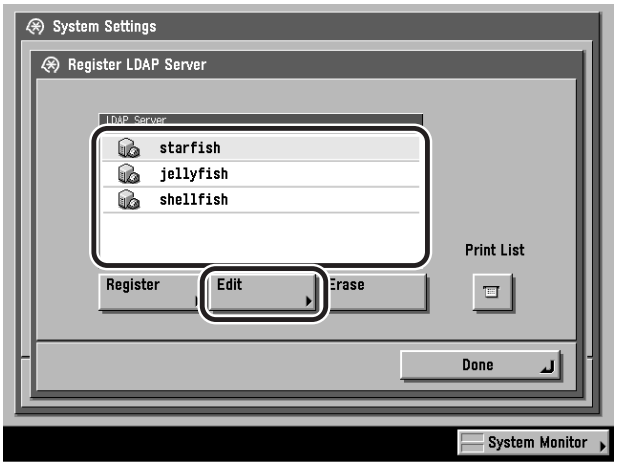
If necessary, see the screen shot in step 1 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

2 Press [▼] or [▲] until [Register LDAP Server] appears → press [Register LDAP Server].

If necessary, see the screen shot in step 2 of "Registering an LDAP Server," on p. 10-66.

3 Select the LDAP server whose settings you want to change → press [Edit].



The settings for the selected LDAP server are displayed.

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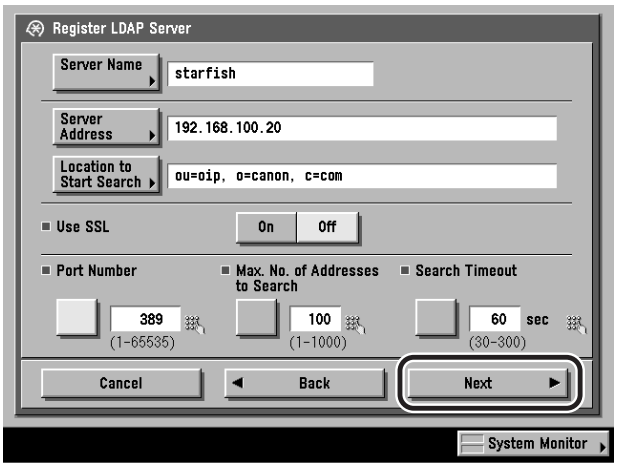
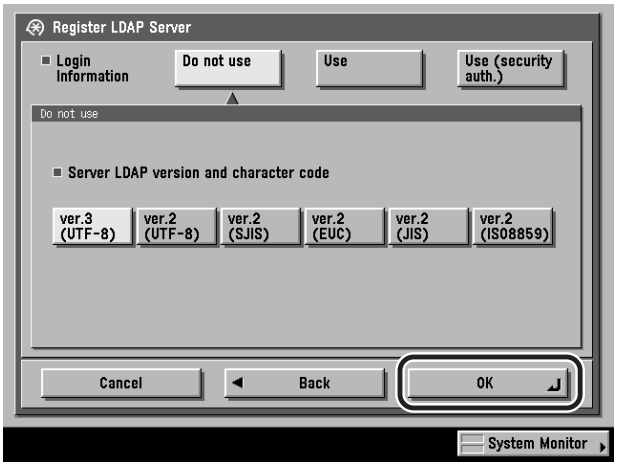
4 Change the necessary settings → press [Next].



NOTE

For instructions on changing the LDAP server settings, See "Registering an LDAP Server," on p. 10-66.

5 Select [Do not use], [Use], or [Use (security auth.)] → change the settings for the selected mode → press [OK].



The display returns to the Register LDAP Server screen.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

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Deleting an LDAP Server

You can delete a stored LDAP server.

1 Press (Additional Functions) → [System Settings].

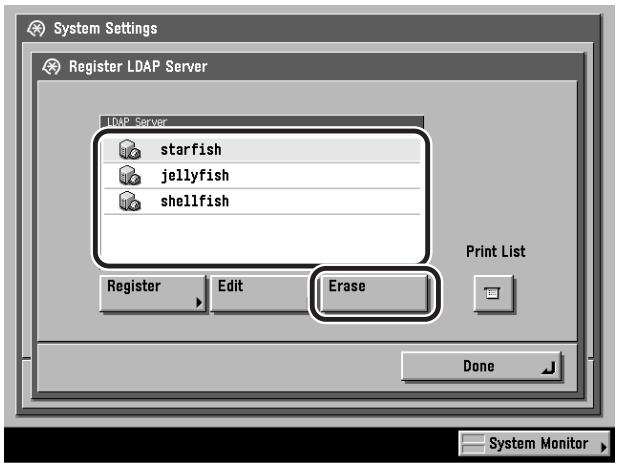
If necessary, see the screen shot in step 1 of "E-Mail/I-Fax Settings," on p. 10-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

2 Press [▼] or [▲] until [Register LDAP Server] appears → press [Register LDAP Server].

If necessary, see the screen shot in step 2 of "Registering an LDAP Server," on p. 10-66.

3 Select the LDAP server that you want to erase → press [Erase].



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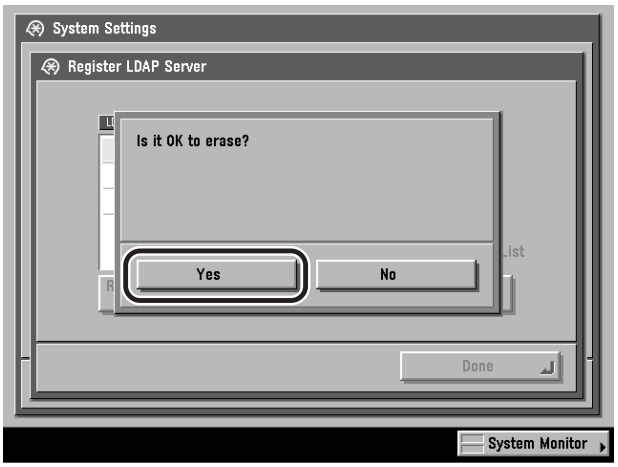
4 Press [Yes].



To cancel erasing the LDAP server, press [No].

The selected LDAP server is erased.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing LDAP Server Settings

You can print out the LDAP server settings.

NOTE

For more information on the Registered LDAP Server List, see "Registered LDAP Server List," on p. 13-8.

1 Press (Additional Functions) → [System Settings].

If necessary, see the screen shot in step 1 of "Registering an LDAP Server," on p. 10-66.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (ID).

2 Press [▼] or [▲] until [Register LDAP Server] appears → press [Register LDAP Server].

If necessary, see the screen shot in step 2 of "Registering an LDAP Server," on p. 10-66.

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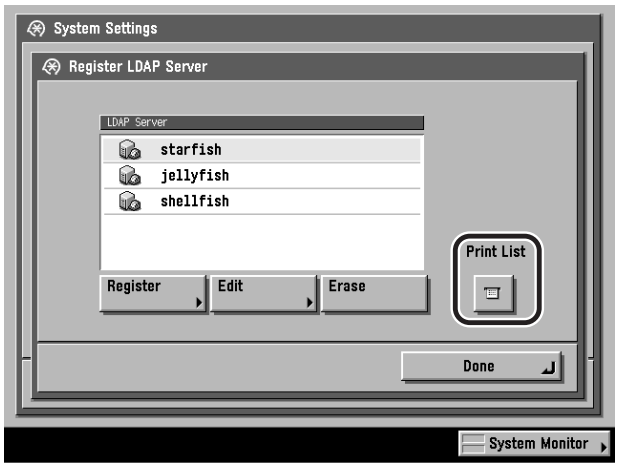
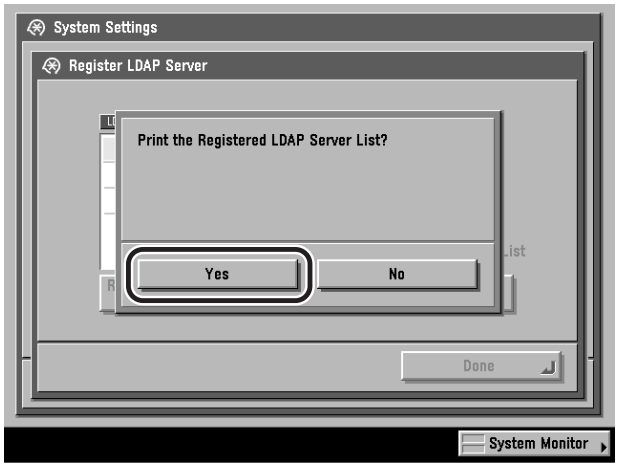
3 Press [Print List].



NOTE

The Registered LDAP Server List can be printed only if 11" x 17", LTR, or LTRR (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

4 Press [Yes].



To cancel printing, press [No].

The LDAP Server List is printed.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

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Printing Communication Reports

11

CHAPTER

This chapter explains the method of setting the contents of a communications report and printing lists of the Send function.

Report Settings Table 11-2

Specifying Report Settings 11-3

- Send TX Report 11-3
- Activity Report 11-5

Printing Lists 11-9

- Address Book List 11-9
- User's Data List 11-11

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Report Settings Table

The following items can be stored or set in Report Settings from the Additional Functions screen.

■ Settings

Item	Settings	Applicable Page
Send		
TX Report	For Error Only*, On, Off Error Copy Print (Black Only): On*, Off	p. 11-3
Activity Report		p. 11-5
Auto Print	On*, Off	
Daily Activity Report Time	On, Off* Time Setting: 00:00 to 23:59	
Send/Receive Separate	(Not selected*)	

An asterisk (*) indicates the default setting.

■ Print List

Item	Settings	Applicable Page
Send		
Address Book List	Address Book 1-10, One-touch Buttons Print List: Print	p. 11-9
User's Data List	Print List	p. 11-11

An asterisk (*) indicates the default setting.

NOTE

For instructions on how to set the modes or settings not described in this manual, refer to the other manuals that come with this machine. (See "Manuals for the Machine," on p. ii.)

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Specifying Report Settings

You can specify how the Send TX Report and the Activity Report are printed.

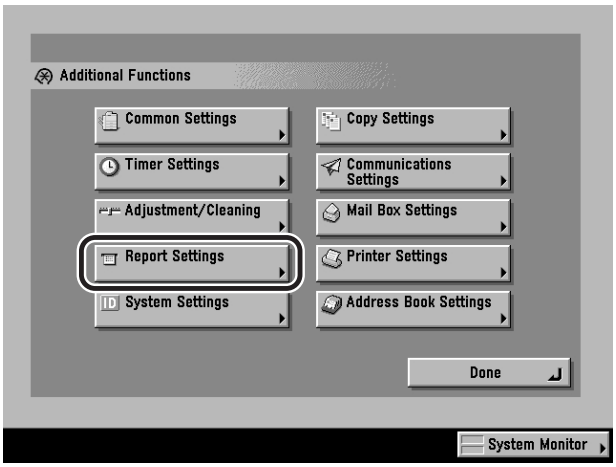
Send TX Report

The Send TX Report enables you to check whether the documents were sent correctly to the intended destination. A Send TX Report can automatically be printed after the documents are sent. You can also set the machine to print a Send TX Report only when a transmission error occurs. You can adjust the Send TX Report setting to print the first part of the document as part of the report to remind you of the document's contents.

NOTE

- If the optional Super G3 FAX Board is installed, the results of fax transmissions are also included in the Send TX Report. In addition, a Fax TX Report is printed together with the Send TX Report. (See Chapter 12, "Printing Communication Reports," in the *Facsimile Guide*.)
- For more information on Send TX Report, see "Send TX Report," on p. 13-3.
- The default settings are:
  - TX Report: For Error Only
  - Error Copy Print: On

1 Press (Additional Functions) → [Report Settings].



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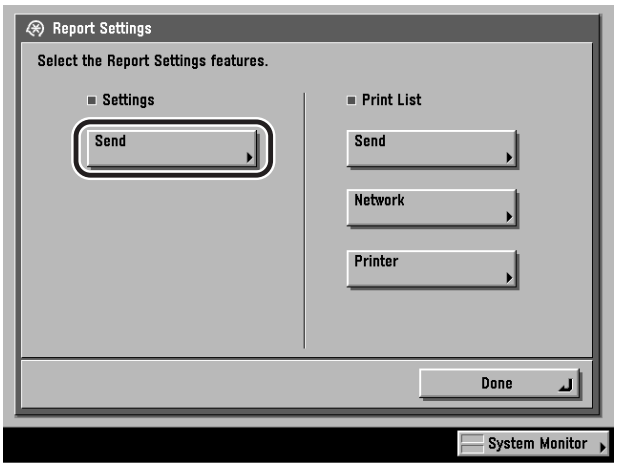
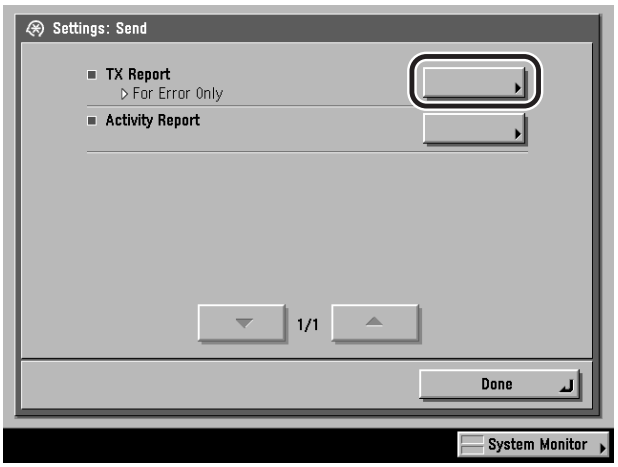
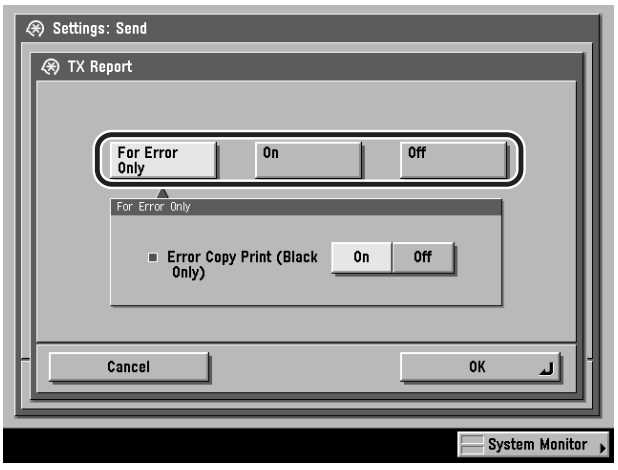
2 Press [Send] under <Settings>.



3 Press [TX Report].



4 Select [For Error Only], [On], or [Off].



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● **If you select [For Error Only] or [On]:**

❑ Select [On] or [Off] for <Error Copy Print (Black Only)> → press [OK].

[On]: Part of the sent document is printed on the report.

[Off]: The contents of the sent document are not printed on the report at all.

The selected mode is set.

NOTE

Even if you select [On], the contents of the sent document are not printed on the report if any one of the following conditions are true:

- When an I-fax address is not included in the destination
- When the images on the first page are not in black-and-white

● **If you select [Off]:**

❑ Press [OK].

No Send TX Report will be printed.

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Activity Report

The Activity Report is a printed log that shows the results of send and receive jobs. You can set for the Activity Report to be printed at a specified time or be automatically printed when the number of send and receive transmissions reaches 100. You can also set that the send and receive logs are printed separately.

An Activity Report can be printed manually from the System Monitor screen. (See "Printing the Send Job Status/Log," on p. 7-14 and "Printing the Receive Job Log," on p. 7-19.

NOTE

- If the optional Super G3 FAX Board is installed, a Fax Activity Report is printed together with the Activity Report. (See Chapter 12, "Printing Communication Reports," in the *Facsimile Guide*.)
- For an example of an Activity Report, see "Activity Report," on p. 13-5.
- The default settings are:
  - Auto Print: On
  - Daily Activity Report Time: Off
  - Send/Receive Separate: (Not selected)

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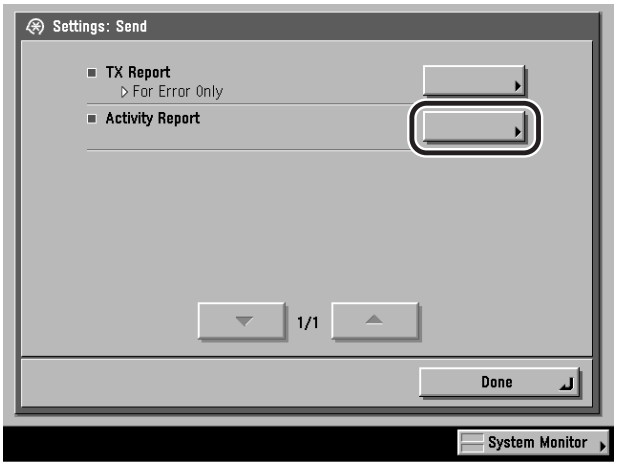
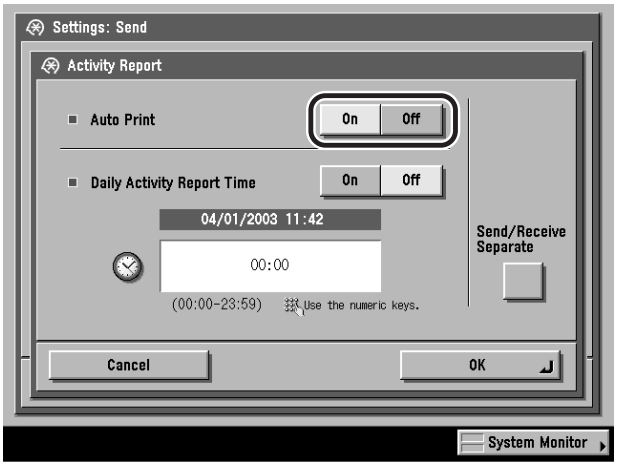
1 Press (Additional Functions) → [Report Settings] → [Send] under <Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Send TX Report," on p. 11-3.

2 Press [Activity Report].



3 Select [On] or [Off] for <Auto Print>.



[On]: The Activity Report is automatically printed when the number of send and receive transmissions reaches 100.

[Off]: The Activity Report is not automatically printed when the number of send and receive transmissions reaches 100.

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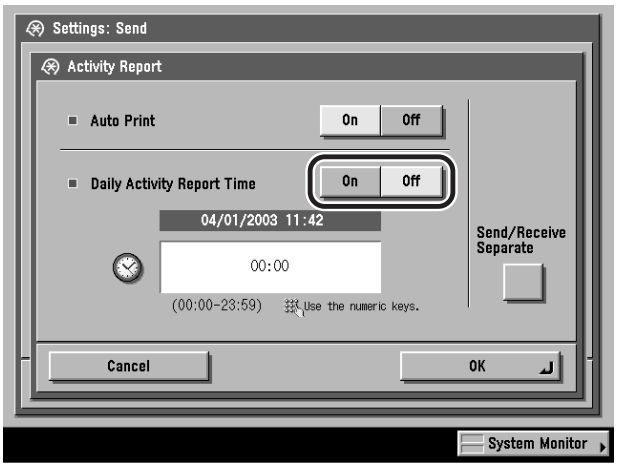
4 Select [On] or [Off] for <Daily Activity Report Time>.

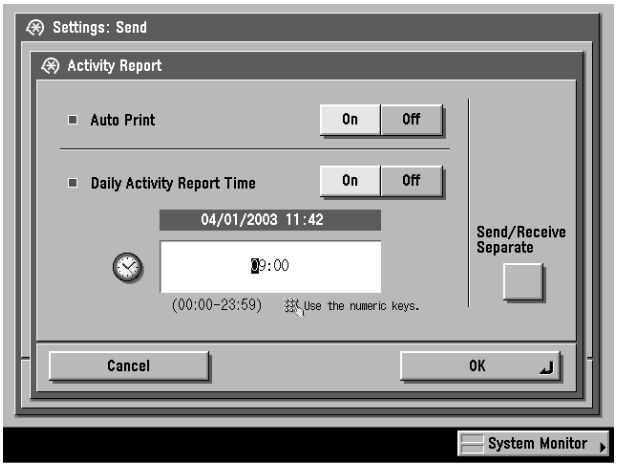


[On]: The Daily Activity Report is printed at the specified time.

[Off]: The Daily Activity Report Time setting is not specified.

● If you select [On]:

❑ Enter the time using ⓪ - ⑨ (numeric keys).



Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. → 0705

11:18 p.m. → 2318

If the number of send and receive transmissions exceeds 100 before the specified time, an Activity Report of the most recent 100 transmissions is printed.

NOTE

If you make a mistake when entering the time, you can press Ⓒ (Clear) to clear your entry.

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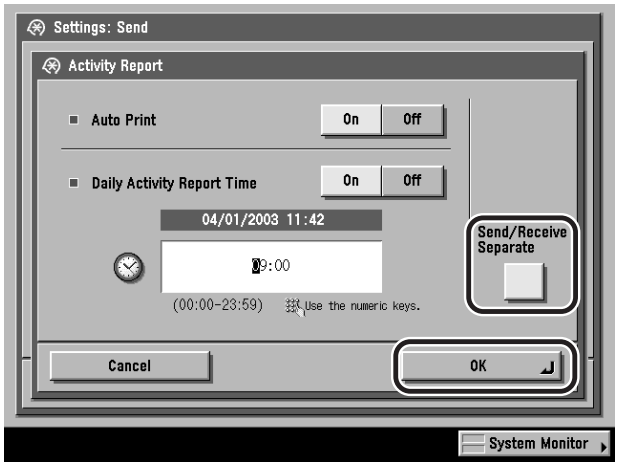
5 Select whether the send and receive logs should be printed separately → press [OK].



To print the send and receive logs separately, press [Send/Receive Separate] to select it.

If it is not necessary to print the send and receive logs separately, do not press [Send/Receive Separate].

The selected mode is set.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

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Printing Lists

You can print the contents of the Address Book or the Send settings specified from the Additional Functions screen.

NOTE

The lists can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

Address Book List

You can print the contents of the Address Book (subaddress book 1 to 10 or one-touch buttons). This is useful for checking the details of the destinations.

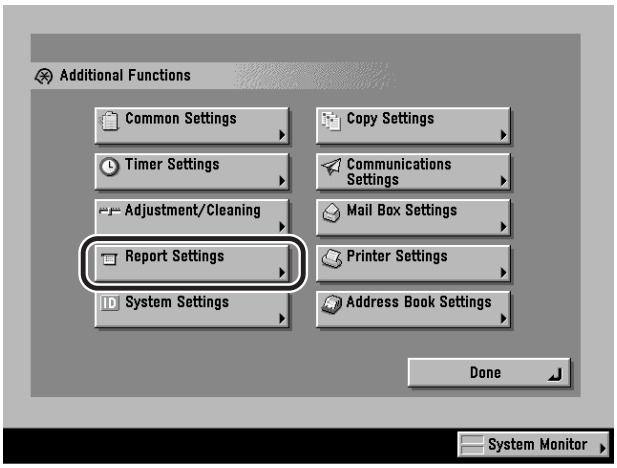
IMPORTANT

Even if Access Number Management in Manage/Access to Address Book in System Settings (from the Additional Functions screen) is set to 'On', all the destinations in the selected subaddress book are printed if you select it and press [Print List].

NOTE

For an example of an Address Book List, see "Address Book List," on p. 13-9.

1 Press (Additional Functions) → [Report Settings].



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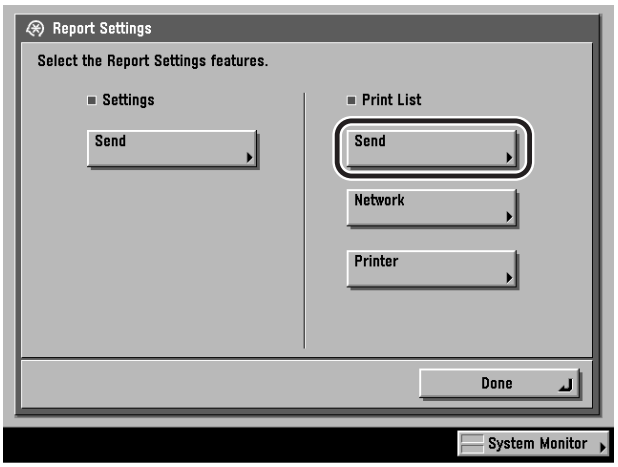
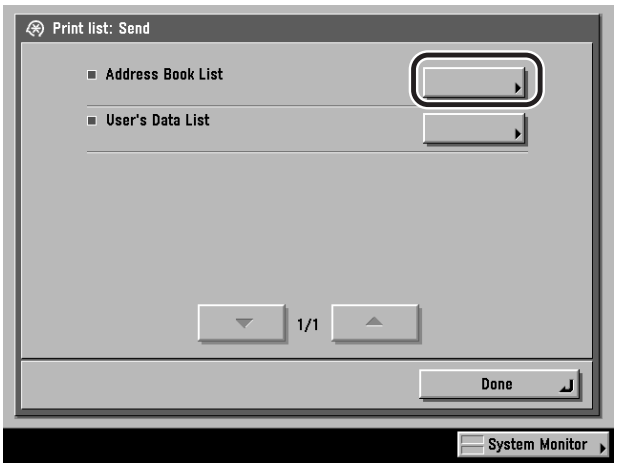
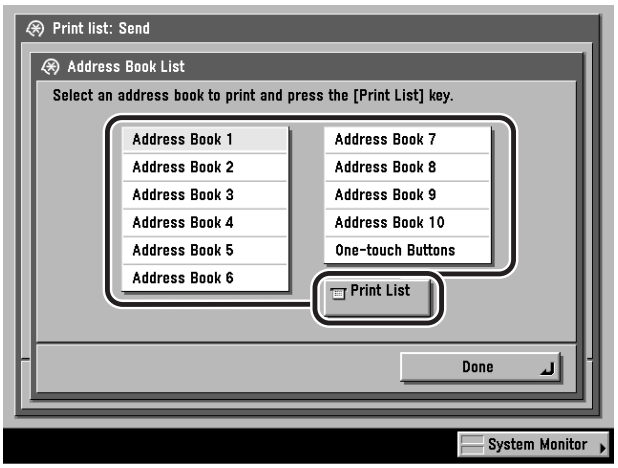
2 Press [Send] under <Print List>.



3 Press [Address Book List].



4 Select one of the subaddress books or [One-touch Buttons] → press [Print List].



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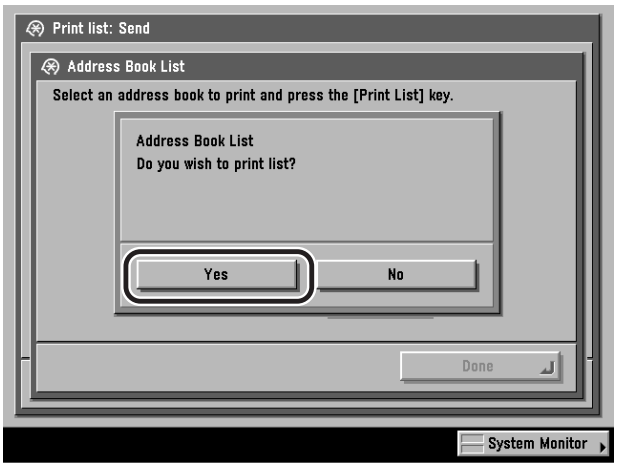
5 Press [Yes].



To cancel printing, press [No].

The Address Book List is printed.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

User's Data List

You can print the contents of the Send settings specified from the Additional Functions screen. This is useful for checking the details of the settings.

NOTE

For an example of the User's Data List, see "User's Data List," on p. 13-11.

1 Press (Additional Functions) → [Report Settings] → [Send] under <Print List>.

If necessary, see the screen shots in steps 1 and 2 of "Address Book List," on p. 11-9.

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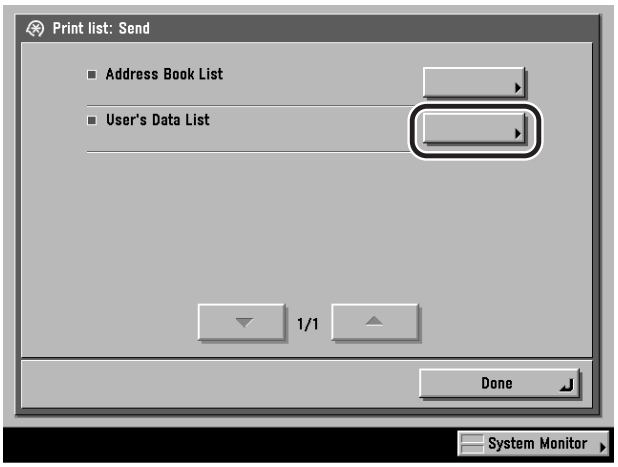
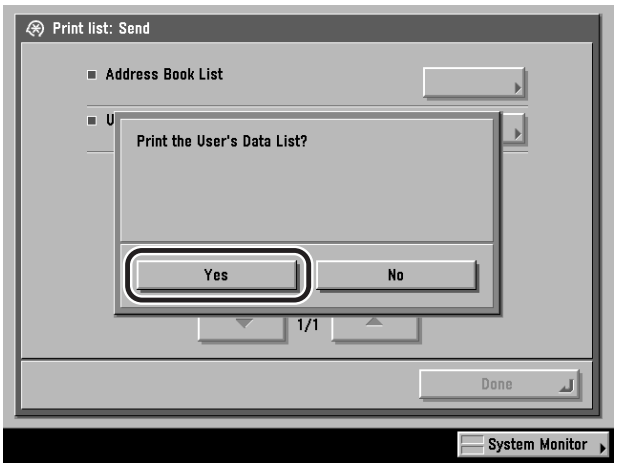
2 Press [User's Data List].



3 Press [Yes].



To cancel printing, press [No].

The User's Data List is printed.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

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Troubleshooting

12
CHAPTER

This chapter describes procedures for taking corrective action in the event that trouble occurs. The end of the chapter shows you how to respond to error messages and contains a list of frequently asked questions and answers.

When Problems Occur 12-2
- Sending Documents 12-2
- Receiving Documents 12-5
- Other Situations 12-7

Error Messages 12-8
- Self-Diagnostic Display 12-8
- List of Error Codes without Messages 12-12

Questions & Answers 12-25

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When Problems Occur

Sending Documents

To cancel transmissions.

Q Do you want to cancel while the document is being scanned?

A Press (Stop) from the control panel, or press [Cancel] on the touch panel display.

Q Do you want to cancel after the document has been scanned?

A Press [System Monitor] → [Send] → [Status] → select the document that you want to cancel → press [Cancel] → [Yes]. However, documents that are being sent may not be canceled even if you press [Cancel]. (See "Using the System Monitor Screen," on p. 1-44.)

Document cannot be sent.

Q Is the destination setting correct?

A Check the destination setting of the recipient.

Q Is the destination stored in the Address Book correct?

A Check the destination in the Address Book. (See "Editing Address Details," on p. 9-50.)

Q If you are sending an e-mail or I-fax, are the SMTP Server and DNS (Domain Name System) Server settings correct?

A Check the SMTP Server and DNS (Domain Name System) Server settings.

Q If you are sending to a File Server, are the User and Password settings correct?

A Check the User and Password settings, and send the document again.

Q Has trouble occurred in the remote machine?

A Check to ensure that the remote machine can receive documents. If it cannot, check to see whether the machine is switched OFF, is out of recording paper, or has insufficient available memory.

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Document cannot be sent (if the optional Super G3 FAX Board is installed).

Q Is the telephone line type set correctly?

A Check the type of telephone line that has been set. (See Chapter 1, "Introduction to Fax Functions," in the *Facsimile Guide*.)

Q If sending with a Subaddress setting, did you enter the correct subaddress and password for the destination that you are sending to?

A Check the Subaddress and Password settings.

Memory is full.

Q Are unwanted documents stored in memory?

A Check the TX Document and RX Document memory, and erase unwanted documents or error documents from memory. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

The document does not print clearly on the remote machine.

Q Is the platen glass clean?

A Use your machine to make a copy of the document, and check it for streaks. If streaks appear, clean the platen glass. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)

The density of the documents sent to a remote machine is too light.

Q Is the Exposure setting set towards '◐' and the Original Type setting set to 'Photo'?

A Change the Exposure setting to '◗' and the Original Type setting to 'Text', and send the document again. (See "Scan Exposure and Original Type Settings," on p. 3-17.)

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The machine will not transmit using a subaddress (if the optional Super G3 FAX Board is installed).

Q	Are the subaddress and password of the remote machine specified correctly?
A	Check to see if the machine has a subaddress function.
A	Check with the remote party to see if the specified subaddress and the RX password at both this machine and the remote machine are the same.
Q	Has trouble occurred in the remote machine (fax)?
A	Check to ensure that the remote machine can receive documents. If it cannot, check to see if there is sufficient available memory.
Q	Are the subaddress and password stored in the destination list correct?
A	Check the stored entries of the destination list.

The remote fax is slow to switch over to the receiving mode, and errors always occur (if the optional Super G3 FAX Board is installed).

Q	Is a pause inserted in the fax number?
A	If you are sending to a machine that takes time to switch over for fax receiving, insert a pause after the destination's fax number.

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Receiving Documents

The machine does not receive documents.

Q Does the machine have sufficient memory?

A Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

Q Are the network settings specified?

A Documents cannot be received if the network settings are not specified. Confirm this with your System Manager.

The machine does not receive documents (if the optional Super G3 FAX Board is installed).

Q Is the receive password set in your machine?

A If Received Password is set in Fax Settings in Communications Settings in System Settings (from the Additional Functions screen), documents can be received only from senders that use the correct password. Confirm this with your System Manager. (See Chapter 11, "System Manager Settings," in the *Facsimile Guide*.)

Documents cannot be received in memory.

Q Is there sufficient available memory?

A Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

A Erase unwanted documents from the Memory RX Inbox. (See "Erasing Received Documents," on p. 6-19.)

Quality of printed originals is uneven.

Q Is the platen glass of the sender's machine clean?

A Make a few copies using your machine. If the copies are not streaked, the problem is in the sending party's machine. Contact the sender and ask them to send the document again.

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Documents cannot be received in the Confidential Fax Inboxes.

Q Are the forwarding conditions in Forwarding Settings in System Settings (from the Additional Functions screen) set correctly?

A Check the Forwarding Conditions and inform the sender of those settings. (See "Forwarding Settings," on p. 10-26.)

Q Are the Forwarding Settings set to 'On' using [Validate/Invalidate]?

A The Forwarding Settings must be set to 'On' to be effective. (See "Forwarding Settings," on p. 10-26.)

Q Is there sufficient available memory?

A Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

A Erase unwanted documents from the Confidential Fax Inbox. (See "Erasing Received Documents," on p. 6-19.)

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Other Situations

Transmissions are slow.

Q Are documents being sent at a high resolution?

A It is recommended that you send text only documents at a low resolution.

Transmissions are slow (if the optional Super G3 FAX Board is installed).

Q Is the ECM TX or ECM RX Fax mode setting active?

A Check the ECM TX and ECM RX settings. (See Chapter 9, "Customizing Communication Settings," in the *Facsimile Guide*.)

Cannot use fax information services (if the optional Super G3 FAX Board is installed).

Q If your fax is connected to a rotary pulse line, is the fax set for tone dialing?

A In the case of a rotary pulse line, you must set the fax for tone dialing in order to use fax information services. (See Chapter 7, "Special Fax Functions," in the *Facsimile Guide*.)

Q Did you receive an instruction from the sender to set the fax to receive?

A Press [RX Start]. (See Chapter 7, "Special Fax Functions," in the *Facsimile Guide*.)

Documents cannot be sent overseas (error code #18) (if the optional Super G3 FAX Board is installed).

Q Is a pause inserted in the fax number?

A Insert a pause after the access number of the telephone company that you want to use to perform international communication, or after the fax number of the other party, then dial the number again. (See Chapter 2, "Basic Sending Methods," in the *Facsimile Guide*.)

A Change the Long Distance setting on the Option screen if you are sending documents using the destination list in the Address Book. To access the Long Distance setting, press (Additional Functions) → [Address Book Settings] → [Register Address] → [Register New Address] → [Fax] → [Option]. (See Chapter 10, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.)

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Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Reference Guide*, *Facsimile Guide*, and *Network Guide*.

Self-Diagnostic Display

Perform the necessary procedures according to the displayed self-diagnostic error message.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error
- When you need to make a decision or take some action during scanning or printing
- When you need to make a decision or take some action while browsing the network

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Out of resources. Wait for a moment, then perform operation again.

Cause	You cannot browse the network due to a lack of TCP/IP resources. This may be because documents have just been continuously sent or are being continuously sent through FTP or Windows (SMB).
Remedy	Wait for a while, and try browsing again.

Set the IP Address.

Cause	This machine is not set with an IP address.
Remedy	Specify the IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen), then turn the machine's main power OFF and back ON again.

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No response from the server. Check the settings.

Cause	The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.
Remedy	Wait for a while, and try browsing again. If you still fail, try selecting another server.

NetWare is in use. Wait for a moment, then perform operation again.

Cause	You cannot browse the network because NetWare is printing through a PServer or NDS PServer.
Remedy	Wait until printing is complete, and try browsing again.

There are too many sub directories.

Cause	You have exceeded the maximum number of subdirectory levels allowed.
Remedy	The directory level that you are trying to access cannot be specified. Specify a different destination.

No response.

Cause 1	The server was not running when you tried to send.
Remedy	Check the destination.
Cause 2	The network connection was lost when you tried to send. (Either you could not connect to the destination or the connection was lost before the job could complete.)
Remedy	Check the status of the network.
Cause 3	You tried to send through NetWare, but the Tree name was not entered.
Remedy	Enter the Tree name.
Cause 4	A TCP/IP error occurred when you tried to send an e-mail or I-fax.
Remedy	Check that the network cables and connectors are properly connected.

Check the TCP/IP.

Cause	The machine's TCP/IP is not operating.
Remedy	Check the IP Address Settings (IP Address, DHCP, RARP, BOOTP) in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

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Cannot find the selected server. Check the setting.

Cause 1	The IP address that the machine should connect to cannot be determined.
Remedy 1	Check the DNS (Domain Name System) Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
Remedy 2	Check whether the DNS (Domain Name System) server's DNS settings are correct.
Cause 2	If Login Information in Register LDAP Server in System Settings (from the Additional Functions screen) is set to 'Use (security auth.)' for the LDAP server, the machine will not be able to determine the host name.
Remedy	Check the DNS (Domain Name System) Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

Cannot connect to the selected server. Check the settings.

Cause	Cannot connect to the specified IP address/port.
Remedy 1	Check the Gateway Address setting in IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
Remedy 2	Check the Server Address and Port Number in Register LDAP Server in System settings (from the Additional Functions screen). (See "Registering an LDAP Server," on p. 10-66.)
Remedy 3	Check whether the LDAP server is operating normally.
Remedy 4	If Login Information in Register LDAP Server in System Settings (from the Additional Functions screen) is set to 'Use (security auth.)' for the LDAP server, check whether UDP packages are blocked by the filter.

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Check the user name and password or check settings.

Cause 1 When setting the Login Information of the LDAP server to 'Use' or 'Use (security auth.)', the user name or password is incorrect.

Remedy Check the User and Password settings when Login Information in Register LDAP server in System Settings (from the Additional Functions screen) is set to 'Use' or 'Use (security auth.)'. (See "Registering an LDAP Server," on p. 10-66.)

Cause 2 When setting the Login Information of the LDAP server to 'Use' or 'Use (security auth.)', the domain name is incorrect.

Remedy Check the Domain Name setting when Login Information in Register LDAP Server in System Settings (from the Additional Functions screen) is set to 'Use (security auth.)'. (See "Registering an LDAP Server," on p. 10-66.)

Cannot complete searching due to timeout. Check the settings.

Cause The search could not complete within the time specified under [Search Timeout].

Remedy Increase the time setting for Search Timeout in Register LDAP Server in System Settings (from the Additional Functions screen). (See "Registering an LDAP Server," on p. 10-66.)

The number of search results has exceeded limits. Change search conditions and try again.

Cause The number of addresses that meet the search criteria exceeds the specified maximum number of addresses to search.

Remedy 1 Narrow down the search criteria, and then search again.

Remedy 2 Increase the maximum number of addresses to search. (See "Registering an LDAP Server," on p. 10-66.)

Cannot start searching because the version setting for the server is incorrect. Check the settings.

Cause Although 'ver. 3' is set in Register LDAP Server in System Settings (from the Additional Functions screen), the LDAP server is running on version 2.

Remedy Set Server LDAP version and character code in Register LDAP Server in System Settings (from the Additional Functions screen) to 'ver. 2'. (See "Registering an LDAP Server," on p. 10-66.)

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List of Error Codes without Messages

If an error occurs while a document is being sent or received, an error code is displayed on the job log on the System Monitor screen, as well as being included in the various reports. Check what the error code is and take the required steps to solve the problem. (See "Report and List Samples," on p. 13-2, and Chapter 8, "Checking/Changing the Send/Receive Status," in the *Facsimile Guide*.)

001

Cause Paper or originals are jammed.

Remedy Remove any jammed paper or originals. (See Chapter 8, "Troubleshooting," in the *Reference Guide*.)

003

Cause Communications that take longer than the preset time (64 minutes) caused the error.

Remedy 1 Reduce the resolution, and try sending the document again. (See "Resolution," on p. 3-15.)

Remedy 2 When receiving a document, ask the remote party to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

005

Cause 1 The other party did not answer within 35 seconds.

Remedy Confirm that the remote machine is able to communicate, and try again.

Cause 2 The receiving machine is not a G3 fax.

Remedy Check the type of receiving machine with the receiving party.

009

Cause 1 There is no paper.

Remedy Load paper. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)

Cause 2 The paper drawer is not correctly inserted into the machine.

Remedy Insert the paper drawer properly.

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011

Cause The document that you are sending is not placed correctly.

Remedy Repeat the whole procedure from the beginning.

012

Cause The document could not be sent because the receiving fax machine was out of paper.

Remedy Ask the receiving party to load paper into their fax machine.

018

Cause 1 The receiving machine did not respond when your machine redialed.

Remedy Confirm that the receiving machine is able to communicate, and try again.

Cause 2 The documents could not be sent because the receiving machine was engaged.

Remedy Confirm that the receiving machine is able to communicate, and try again.

Cause 3 The settings on your machine do not match the settings on the receiving machine.

Remedy Confirm that the receiving machine is able to communicate, and try again.

022

Cause 1 Forwarding could not be performed because all the addresses stored under the specified Group destination have been deleted or User Inboxes are specified as the Group destination.

Remedy Try sending again.

Cause 2 Transmission could not be performed because the specified destination was deleted while the send documents were waiting to be sent.

Remedy Try sending again.

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037

Cause Documents could not be received because there was insufficient memory available.

Remedy Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

080

Cause A subaddress is not set in the remote machine.

Remedy Check the subaddress of the remote machine, and try again.

081

Cause A password is not set in the remote machine.

Remedy Check the password of the remote machine, and try again.

099

Cause Sending was interrupted.

Remedy Try sending again.

102

Cause The subaddress and/or password do not match.

Remedy Check the subaddress and/or password of the remote machine, and try again.

107

Cause The document could not be sent because there was insufficient memory available.

Remedy 1 Resend the document at a lower resolution.

Remedy 2 Erase unwanted documents in order to make memory available.

Remedy 3 If this problem occurs frequently, contact your local authorized Canon dealer.

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701

Cause The specified Department ID does not exist, or the password has changed.

Remedy Enter the correct Department ID or password using 0 - 9 (numeric keys) on the control panel, and try sending again.

702

Cause The document could not be sent because memory is full.

Remedy 1 Wait for a few moments and try again after other send jobs are complete.

Remedy 2 Do not send the document to too many recipients at the same time. Divide up the recipients and send the document to a smaller number of recipients each time.

703

Cause The memory for the image data is full.

Remedy 1 Wait for a few moments and try again after other send jobs are complete.

Remedy 2 Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF and then back ON again.

704

Cause An error occurred while reading address information from the Address Book.

Remedy Check the address settings. If the machine still does not operate normally, turn the main power OFF and then back ON again.

705

Cause The send operation was interrupted because the size of the image data is larger than the Maximum Data Size for Sending set in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen).

Remedy Change the setting for the Maximum Data Size for Sending in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen). Select a lower resolution, or if you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum Data Size for Sending.

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706

Cause The Address Book is being imported or exported from the Remote UI, or it is being used by another sending component.

Remedy Try sending again.

711

Cause The inbox memory is full.

Remedy Erase the unnecessary documents stored in the inbox. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

712

Cause The maximum number of documents is already stored in the inbox.

Remedy Erase the unnecessary documents stored in the inbox. (See "Erasing Received Documents," on p. 6-19, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)

751

Cause The server is not functioning. The network is down (unable to connect to the network or was disconnected).

Remedy Check the recipient's address.
Check that the network is up.

752

Cause The SMTP server name for e-mail or I-fax is not correct, or the server is not functioning.
The domain name or e-mail address may not be set.
The network is down.

Remedy Check the SMTP Server name and E-mail Address in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
Check that the SMTP server is operating properly.
Check the network status.

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753

Cause A TCP/IP error occurred while sending e-mail. (Socket, Select error, etc.)

Remedy Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF and then back ON again.

754

Cause The server is not functioning or the network is down.
The destination setting is not correct.

Remedy Check the server and network.
Check the destination's address settings.

755

Cause 1 You cannot send jobs because TCP/IP is not functioning correctly.

Remedy Check the TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).

Cause 2 The IP address is not set.

Remedy Check the TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).

Cause 3 When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.

Remedy Check the TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).

756

Cause NetWare in NetWare Settings in Network Settings in System Settings (from the Additional Functions screen) is set to 'Off'.

Remedy Turn the NetWare setting to 'On'.

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801

Cause 1	A timeout error occurred while the machine is communicating with the SMTP server to send e-mail or send/receive an I-fax.
Remedy 1	Check that the SMTP server is functioning normally.
Remedy 2	Check the network status.
Cause 2	The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server.
Remedy 1	Check that the SMTP server is functioning normally.
Remedy 2	Check the network status.
Remedy 3	Check the destination setting.
Remedy 4	Check the status and setting of the file server.
Cause 3	You are sending a file to a destination to which you have no write permission.
Remedy	Check the destination setting.
Cause 4	When the machine tried to send a file to the server, a file with the same name already exists on the FTP server and that file cannot be overwritten.
Remedy	Change the setting on the file server to allow overwriting.
Cause 5	When the machine tried to send a file to the server, either the folder name is incorrectly specified or the password is wrong.
Remedy	Check the destination setting.

802

Cause	The names of the SMTP Server in E-mail/I-Fax and DNS (Domain Name System) Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen) are incorrect. The DNS (Domain Name System) server name is not correct. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.) Connection to the DNS (Domain Name System) server failed.
Remedy	Check the names of the SMTP Server in E-mail/I-Fax and DNS (Domain Name System) Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). Check that the DNS (Domain Name System) server is functioning normally.

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803

Cause	The connection was interrupted due to reasons on the recipient's side before all the pages could be sent.
Remedy	Try sending again.

804

Cause 1	Unable to match the specified directory name when sending data to a file server.
Remedy	Check the destination.
Cause 2	You have no permission to access the folder.
Remedy	Change the setting on the server side to enable access to the folder.

806

Cause 1	An incorrect user name or password was specified for the sending of a file to a file server.
Remedy	Change the user name or password.
Cause 2	An incorrect destination was specified for the sending of an e-mail or I-fax.
Remedy	Check the destination of the e-mail or I-fax.

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810

Cause 1 A POP server connection error occurred when receiving an I-fax.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in Systems Settings (from the Additional Functions screen).
Confirm that the POP server is functioning normally.
Check the network status.

Cause 2 The POP server returned an error during the connection.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in Systems Settings (from the Additional Functions screen).
Confirm that the POP server is functioning normally.
Check the network status.

Cause 3 A timeout error occurred on the server side during the connection to the POP server.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in Systems Settings (from the Additional Functions screen).
Confirm that the POP server is functioning normally.
Check the network status.

815

Cause You cannot log on to the file server because the machine is printing a document sent to that server. Simultaneous connections are not possible.

Remedy Wait for a few moments before trying to send the data again, or change the NetWare server you are sending to. Alternatively, stop the Pserver.

818

Cause The received data is not in a printable file format.

Remedy Ask the sender to change the file format and resend the data.

819

Cause You have received data that cannot be processed (MIME information is incorrect).

Remedy Check the settings and ask the sender to resend the data.

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820

Cause You have received data that cannot be processed (BASE 64 or unencode is incorrect).

Remedy Check the settings and ask the sender to resend the data.

821

Cause You have received data that cannot be processed (TIFF analysis error).

Remedy Check the settings and ask the sender to resend the data.

822

Cause You have received data that cannot be processed (image data cannot be decoded).

Remedy Check the settings and ask the sender to resend the data.

827

Cause You have received data that cannot be processed (contains MIME information that is not supported).

Remedy Check the settings and ask the sender to resend the data.

828

Cause You have received HTML data.

Remedy Ask the sender to use a file format other than HTML, and to resend the data.

829

Cause Data that contains more than 1,000 pages is received.

Remedy This machine can print or store up to 999 pages of data in memory, but will delete any data over that amount. Ask the sender to resend the remaining pages.

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830

Cause A DSN (Delivery Status Notifications) error notification is received because of an incorrect I-fax address or destination setting, or the data size of the sent documents exceeded the mail server capacity.

Remedy 1 Check the I-fax address or destination setting.

Remedy 2 Set the Maximum Data Size for Sending in E-mail/I-Fax Settings in Communication Settings (from the Additional Functions screen) so that it is less than the mail server capability.

Remedy 3 Check the status of the mail server, DNS (Domain Name System) server, and network.

831

Cause An I-fax document could not be received using SMTP because of the RX/Print Range setting in IP Address Range Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).

Remedy Reset the RX/Print Range setting in IP Address Range Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).

832

Cause DSN (Delivery Status Notifications) mail was not sent because TCP/IP Settings or E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) have not been set or trouble has occurred at the mail server.

Remedy 1 Check the DNS (Domain Name System) Server Settings and IP Address Settings in TCP/IP settings, and E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).

Remedy 2 Check the status of the mail server and DNS (Domain Name System) server.

833

Cause MDN (Mail Delivery Notification) mail was not sent because TCP/IP Settings or E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) have not been set or trouble has occurred at the mail server.

Remedy 1 Check the DNS (Domain Name System) Server Settings and IP Address Settings in TCP/IP settings, and E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).

Remedy 2 Check the status of the mail server and DNS (Domain Name System) server.

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834

Cause An MDN error notification is received because of an incorrect I-fax address or destination setting, or trouble has occurred in the network or mail server. Alternatively, the memory of the receiving machine is full.

Remedy Check the I-fax address and destination settings.

835

Cause The maximum number of text lines for receiving an I-fax has been exceeded.

Remedy Ask the sender to reduce the amount of text data in the body of the document, and resend the data.

851

Cause 1 There is insufficient remaining memory in the system.

Remedy Check the system's available memory, and delete unwanted documents in the inboxes.

Cause 2 The scanned document cannot be stored because there are more than 100 documents in the specified inbox.

Remedy If there are a large number of documents, delete them from the specified inbox.

852

Cause An error occurred because the main power switch was turned OFF while a job was being processed.

Remedy Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

899

Cause The e-mail or I-fax has been successfully sent, but reception may be incomplete because transmission was relayed via multiple servers.

Remedy 1 Confirm whether reception was complete.

Remedy 2 Check if you received an error notification.

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995

Cause	Reserved communication jobs were cleared.
Remedy	Reserve the jobs again, if necessary.

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Questions & Answers

Q Can the machine automatically resend documents when there are errors in transmission?

A Specify the Retry Times setting. To access the Retry Times setting, press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → [▼] → [Retry Times]. (See "Number of Retry Attempts," on p. 8-10.)

Q What happens to documents that are sent to my machine while the power switch on the control panel is turned OFF?

A These documents are automatically stored and printed when all documents have been received.

Q What happens if I-fax documents arrive when the machine is being used for copying?

A While you are making copies, the documents are automatically received and stored in the machine's memory, and will be printed automatically when you finish copying. You can change the order in which these documents print. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

Q I frequently send documents using the same settings. Can the machine be set to automatically restore those settings when the power is turned ON or after an operation completes?

A You can store the desired settings as a Favorites Button and recall them as needed. Alternatively, you can set the desired settings as the Standard Send Settings so that they are always specified when the machine is turned ON or after an operation completes.

Q What happens to received documents if a paper jam occurs while they are printing?

A If documents are not printed correctly, they are held in memory. When the paper jam is cleared, printing resumes from the page at which the paper jam occurred.

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Q What happens to a document that has not been completely received when a blackout occurs?

A The document, up to the page that was successfully received, is printed.

Q What happens to documents in memory and the memory settings if power is interrupted?

A Documents that are stored in the system's memory remain in memory even when power to the machine is interrupted. Similarly, the contents of the Address Book are also stored permanently in memory. However, if power is interrupted while a document is being received, it is not stored in memory.

Q How can I save paper?

A You can set for received documents to be printed on both sides of the paper. (See "Two-Sided Printing," on p. 8-37.)
You can set for received documents to be forwarded to e-mail destinations, or receive documents in memory and then send them to the desired destinations. (See "Forwarding Settings," on p. 10-26, and Chapter 5, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)
You can set the machine not to print reports. (See "Specifying Report Settings," on p. 11-3.)

Q Can I turn the machine's power OFF if a document is set with the Delayed Send setting?

A When you are not using the machine, you may turn OFF the control panel power switch on the control panel, but leave the main power switch turned ON. Documents that are set with the Delayed Send setting are automatically sent from memory when the specified time arrives.

Q Can I change the data size of an e-mail or I-fax before sending it?

A You can specify the Maximum Data Size for Sending setting according to your needs. To access this setting, press (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax Settings]. For e-mail, the send job is split up into several e-mail messages before being sent so that the data size of each e-mail does not exceed the set limit. You cannot send an I-fax if the data size exceeds the set limit.

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Q I cannot tell if the document was successfully sent because the result in the Activity Report shows '--'.

A '--' is displayed when sending is successful, but it is not confirmed whether the e-mail or I-fax that you sent was actually delivered or not. Contact the recipient to check whether the document was received.

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Appendix

13
CHAPTER

This chapter provides the reports and lists of activity management, specifications, glossary, and index.

Report and List Samples 13-2
- Send Job List 13-2
- Send TX Report 13-3
- Activity Report 13-5
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Report and List Samples

Send Job List

You can view the list of Send jobs and their statuses. The Send Job List can be printed from the System Monitor screen. (See "Printing the Send Job Status/Log," on p. 7-14.)

04/21/2003 MON 15:49 iR C3200 001

****
*** SEND JOB LIST ***
****

SET TIME	ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.
04/21 15:49	22:00	tom@canon.com	tom	0001	TX MAIL	1
		01			TX BOX	
		starfish.organization.c	file share		TX FTP	
		\\swan\share	project		TX SMB	

NOTE

- A list of fax jobs is also displayed if the optional Super G3 FAX Board is installed. (See Chapter 14, "Appendix," in the *Facsimile Guide*.)
- The addresses used in the above report are fictitious.
- If a field exceeds its display capacity, only those characters that fit on the display are printed.

■ SET TIME

The date and time that the send job was specified is printed in 24-hour notation.

■ ST. TIME

The time (in 24-hour notation) at which the documents started to transmit are printed. The Start Time is printed only for send jobs that have been set with the Delayed Send setting.

■ DESTINATION ADDRESS

The address of the recipient is printed.

■ DESTINATION ID

The name of the recipient is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

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■ MODE

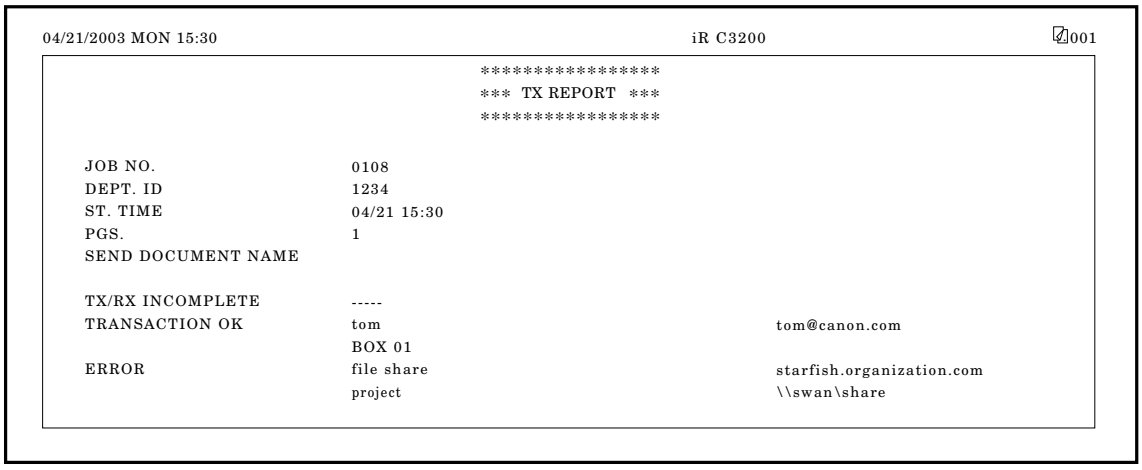
The type and mode of transmission are printed.
Transmission type: Send (TX)
Mode of transmission: FTP, SMB, IPX, User Inbox (BOX), I-Fax (I-FAX), E-mail (MAIL)

■ PGS.

The number of pages that were sent successfully to the remote party, is printed.

Send TX Report

The Send TX Report is a printed report that informs you of whether a send job has been successfully delivered to its destination. A Send TX Report can be set to print automatically after each job is sent, or only when there are transmission errors. (See "Send TX Report," on p. 11-3.)



04/21/2003 MON 15:30 iR C3200 001

****
*** TX REPORT ***
****

JOB NO.	0108	
DEPT. ID	1234	
ST. TIME	04/21 15:30	
PGS.	1	
SEND DOCUMENT NAME		
TX/RX INCOMPLETE	-----	
TRANSACTION OK	tom	tom@canon.com
	BOX 01	
ERROR	file share	starfish.organization.com
	project	\\swan\share

NOTE

- The default settings are:
  - TX Report: For Error Only
  - Error Copy Print (Black Only): On
- Even if you select [On], the contents of the sent document are not printed on the report if any one of the following conditions are true.
  - If an I-fax address is not included in the destination
  - If the image on the first page of the scanned original is not in black-and-white when sending to an e-mail address or file server
- A list of fax jobs is also displayed if the optional Super G3 FAX Board is installed. (See Chapter 14, "Appendix," in the *Facsimile Guide*.)
- The addresses used in the above report are fictitious.
- If a field exceeds its display capacity, only those characters that fit on the display are printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

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■ **DEPT. ID**
If Department ID Management is set, the Department ID is printed.

■ **ST. TIME**
The date and time (in 24-hour notation) at which the documents started to transmit are printed. The Start Time is printed only for send jobs that have been set with the Delayed Send setting.

■ **PGS.**
The number of pages that were sent successfully to the remote party, is printed.

■ **SEND DOCUMENT NAME**
The name given to the document when the send settings were specified, is printed.

■ **TX/RX INCOMPLETE**
If transmission has been interrupted, the name and address of the destination are printed.

■ **TRANSACTION OK**
If transmission has been completed successfully, the name and address of the destination are printed.

■ **ERROR**
If a sending error occurs, the name and address of the destination are printed.

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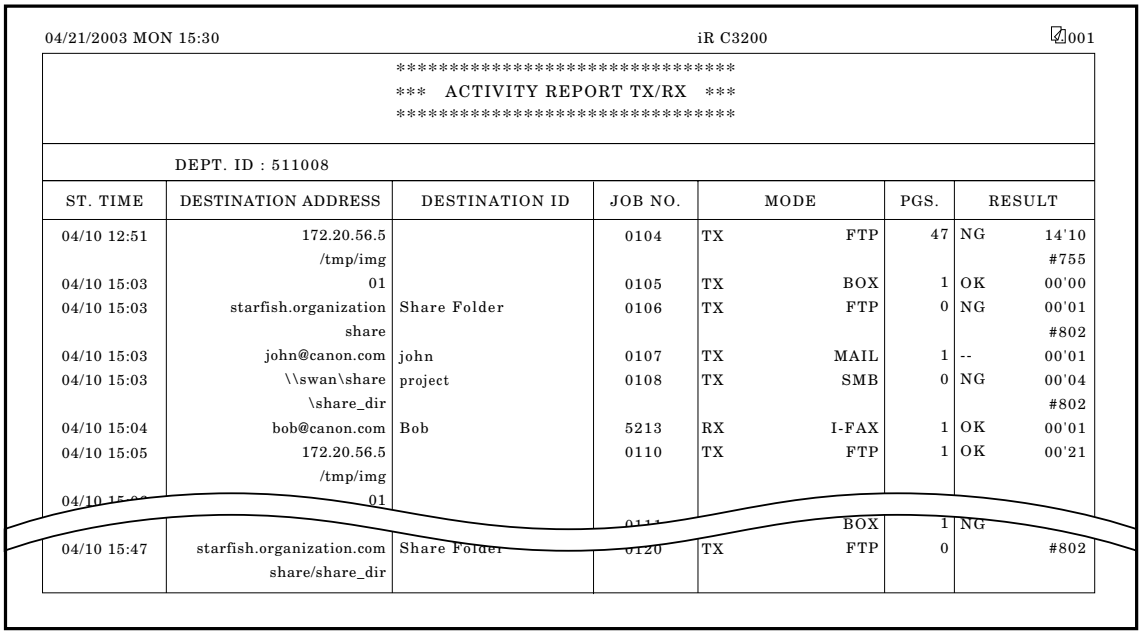
Activity Report

This report is a list which enables you to check the results of all sending and receiving transactions. An Activity Report can be printed either automatically or manually.

An Activity Report is automatically printed when either the number of communication results reaches 100, or a specified time is reached. The send and receive logs can also be printed separately.

An Activity Report can be printed manually at any time from the System Monitor screen. (See "Printing the Send Job Status/Log," on p. 7-14.)



04/21/2003 MON 15:30 iR C3200 001

****
*** ACTIVITY REPORT TX/RX ***
****

DEPT. ID : 511008

ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.	RESULT
04/10 12:51	172.20.56.5 /tmp/img		0104	TX FTP	47	NG 14'10 #755
04/10 15:03	01		0105	TX BOX	1	OK 00'00
04/10 15:03	starfish.organization share	Share Folder	0106	TX FTP	0	NG 00'01 #802
04/10 15:03	john@canon.com	john	0107	TX MAIL	1	-- 00'01
04/10 15:03	\\swan\share \share_dir	project	0108	TX SMB	0	NG 00'04 #802
04/10 15:04	bob@canon.com	Bob	5213	RX I-FAX	1	OK 00'01
04/10 15:05	172.20.56.5 /tmp/img		0110	TX FTP	1	OK 00'21
04/10 15:[illegible]	01		0111	BOX	1	NG
04/10 15:47	starfish.organization.com share/share_dir	Share Folder	0120	TX FTP	0	#802

NOTE

- The default settings are:
  - Auto Print: On
  - Daily Activity Report Time: Off
  - Send/Receive Separate: (Not selected)
- A list of fax jobs is also displayed if the optional Super G3 FAX Board is installed. (See Chapter 14, "Appendix," in the *Facsimile Guide*.)
- The addresses used in the above report are fictitious.
- If a field exceeds its display capacity, only those characters that fit on the display are printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.

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■ ST. TIME

The date and time (in 24-hour notation) at which the documents started to transmit are printed. An asterisk (*) indicates a job that has already been printed.

■ DESTINATION ADDRESS

The address of the recipient is printed.

- If the send job is sent to a file server (FTP, SMB, or IPX), the path name is printed on the second line.

■ DESTINATION ID

The name of the recipient is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

■ MODE

The type and mode of transmission are printed.
Transmission type: Send (TX), Receive (RX)
Mode of transmission: FTP, SMB, IPX, User Inbox (BOX), I-Fax (I-FAX), E-mail (MAIL)

NOTE

If the optional Super G3 FAX Board is installed, FAX, G3, and ECM can also be displayed in the MODE column. (See Chapter 14, "Appendix," in the *Facsimile Guide*.)

■ PGS.

The number of pages that were sent or received successfully, is printed.

■ RESULT

<OK>, <NG>, or <- -> and the transmission time are printed.

If the documents have been successfully received by the recipient, "OK" is printed.

If a sending error occurs "NG" (No Good) is printed, and the error code is printed on the second line.

If an e-mail or I-fax transmission to a file server or the specified destination has been confirmed as successful, "- -" is printed (similar to the "return receipt" feature of sending an e-mail message).

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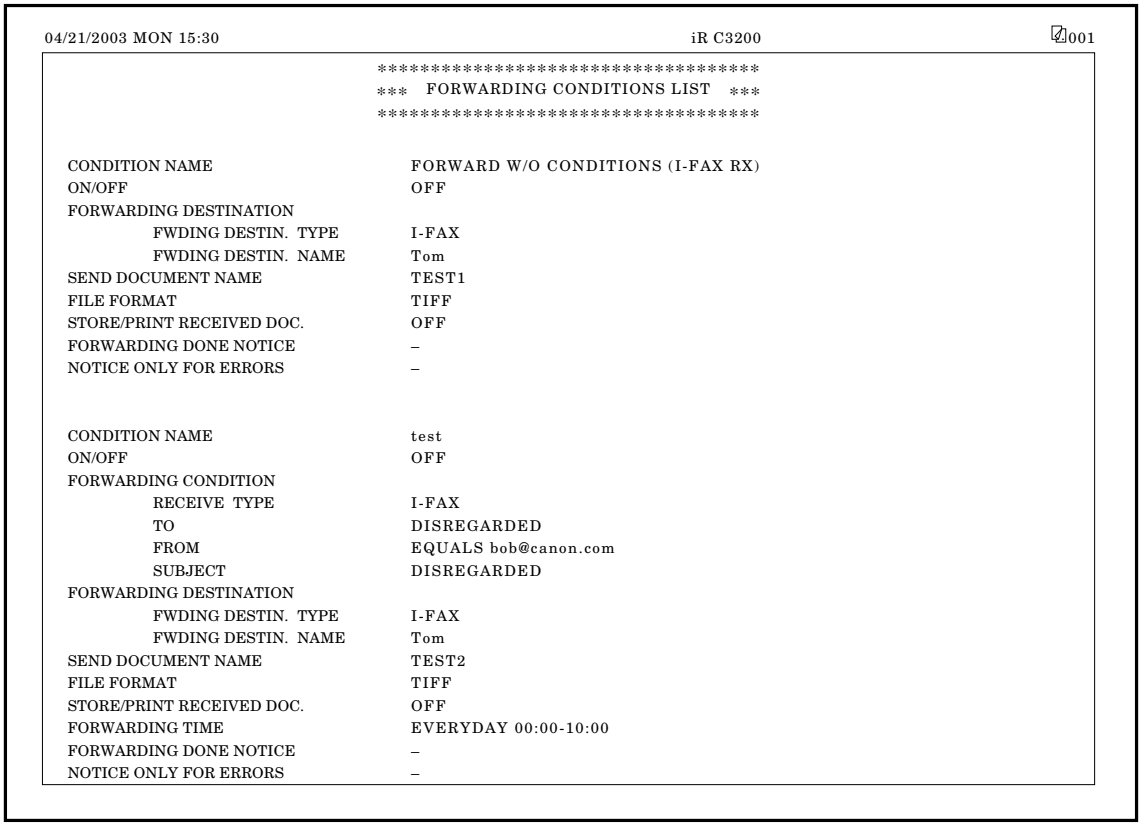
Forwarding Conditions List

You can print the contents of the forwarding settings that have been specified. Manually print the Forwarding Conditions List whenever necessary. (See "Printing Forwarding Settings," on p. 10-64.)



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```
                    ************************************
                    ***  FORWARDING CONDITIONS LIST  ***
                    ************************************

CONDITION NAME                  FORWARD W/O CONDITIONS (I-FAX RX)
ON/OFF                          OFF
FORWARDING DESTINATION
        FWDING DESTIN. TYPE     I-FAX
        FWDING DESTIN. NAME     Tom
SEND DOCUMENT NAME              TEST1
FILE FORMAT                     TIFF
STORE/PRINT RECEIVED DOC.       OFF
FORWARDING DONE NOTICE          –
NOTICE ONLY FOR ERRORS          –


CONDITION NAME                  test
ON/OFF                          OFF
FORWARDING CONDITION
        RECEIVE TYPE            I-FAX
        TO                      DISREGARDED
        FROM                    EQUALS bob@canon.com
        SUBJECT                 DISREGARDED
FORWARDING DESTINATION
        FWDING DESTIN. TYPE     I-FAX
        FWDING DESTIN. NAME     Tom
SEND DOCUMENT NAME              TEST2
FILE FORMAT                     TIFF
STORE/PRINT RECEIVED DOC.       OFF
FORWARDING TIME                 EVERYDAY 00:00-10:00
FORWARDING DONE NOTICE          –
NOTICE ONLY FOR ERRORS          –
```

NOTE

- For more information on specifying Forwarding Settings, see "Forwarding Settings," on p. 10-26.
- The addresses used in the above report are fictitious.

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Registered LDAP Server List

You can print the registered LDAP server settings. (See "Printing LDAP Server Settings," on p. 10-83.)

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```
**************************************
*** REGISTERED LDAP SERVER LIST ***
**************************************

SERVER NAME                                abc
SERVER ADDRESS                             hostname.canon.com
LOCATION TO START SEARCH                   "ou=ffm, o=mip"
USE SSL                                    Off
PORT NUMBER                                389
MAX. NO. OF ADDRESSES TO SEARCH            100
SEARCH TIMEOUT                             60 sec.
LOGIN INFORMATION                          USE
      USER                                 abcdefg
      DISPLAY AUTHENT. DIALOG WHEN SEARCHING Off
      SERVER LDAP VERSION AND CHARACTER CODE VER.3(UTF-8)

SERVER NAME                                def
SERVER ADDRESS                             177.22.32.64
LOCATION TO START SEARCH                   "ou=ffm, o=mip"
USE SSL                                    Off
PORT NUMBER                                389
MAX. NO. OF ADDRESSES TO SEARCH            200
SEARCH TIMEOUT                             120 sec.
LOGIN INFORMATION                          DO NOT USE
      SERVER LDAP VERSION AND CHARACTER CODE VER.3(UTF-8)

SERVER NAME                                ghi
SERVER ADDRESS                             hostname.canon.com
LOCATION TO START SEARCH                   "DC=mip, DC=ffm, DC=canon, DC=com"
USE SSL                                    Off
PORT NUMBER                                389
MAX. NO. OF ADDRESSES TO SEARCH            100
SEARCH TIMEOUT                             180 sec.
LOGIN INFORMATION                          USE (SECURITY AUTHENTICATION)
      USER                                 hijklm
      DOMAIN NAME                          ffm.canon.com
      DISPLAY AUTHENT. DIALOG WHEN SEARCHING Off
      SERVER LDAP VERSION AND CHARACTER CODE VER.3(UTF-8)
```

NOTE

For more information on specifying LDAP Server Settings, see "LDAP Server Settings," on p. 10-66.

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Address Book List

You can print the contents of the Address Book (subaddress books 1 to 10 or one-touch buttons). Manually print the list of the selected Address Book whenever necessary. (See "Address Book List," on p. 11-9.)

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****
*** ADDRESS BOOK LIST (1) ***
****

DESTINATION NAME	CLASS	DESTINATION ADDRESS
file share	FTP	starfish.organization.com share
GROUP tom image server project	GROUP I-FAX FTP BOX SMB	 tom@canon.com 172.20.56.5 01 \\swan\share
bob	I-FAX	bob@canon.com
sales 4	SMB	\\swan\share \sales_4
nick	MAIL	nick@canon.com

NOTE

- If the optional Super G3 FAX Board is installed, fax numbers are also displayed in the Destination Address Column. (See Chapter 14, "Appendix," in the *Facsimile Guide*.)
- The addresses used in the above report are fictitious.

■ DESTINATION NAME

The name of the specified destination is printed.

When printing the contents of a one-touch button, the number of the one-touch button is printed on the first line.

■ CLASS

The specified destination's class (transmission mode) is printed.

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■ DESTINATION ADDRESS

- If the Class is 'FTP', 'SMB', or 'IPX' (file server):
  The host name is printed on the first line, and the folder path on the second line.
- If the Class is 'BOX':
  The number of the User Inbox is printed.
- If the Class is 'I-FAX' or 'MAIL':
  The I-fax address or e-mail address is printed.
- If the Class is 'GROUP':
  The destinations stored in the group are printed on the second line and continues down in a list. If a file server is stored in the group address, no additional information is printed on the second line.

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User's Data List

The User's Data List prints out the Send Settings made in Communications Settings, Report Settings, and System Settings from the Additional Functions screen. Manually print the User's Data List whenever necessary. (See "User's Data List," on p. 11-11.)

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****
*** USER'S DATA LIST (Communications) ***
****

Communications Settings	
TX Settings	
Sender's Names (TTI)	01: Tokyo
	02: New York
	03: London
Unit Name	Canon
Erase Failed TX	On
JPEG Compression Ratio	Normal
Print Failed Forwarding Documents	Off
Retry Times	3 times
Image Level for PDF (Compct)	
Image Level for PDF (Compct)	Normal
Image Level in Text Mode	Normal
Default Screen for Send	New Address
TX Terminal ID	Outside
Gamma Value for Color Send Jobs	1.8
RX Settings	
Two-sided Print	Off
Select Cassette	
Switch A	On
Switch B	On
Switch C	On
Switch D	On
Receive Reduction	On
Receive Reduction	Auto
Reduce %	90%
Reduce Direction	Vertical Only
Received Page Footer	On
2 ON 1 LOG	Off
Report Settings	
TX Report	FOR ERROR ONLY
Error Copy Print (Black Only)	On
Activity Report	
Auto Print	On
Daily Activity Report Time	Off
Send/Receive Separate	Off
System Settings	
Communications Settings	
E-mail/I-Fax Settings	
Maximum Data Size For Sending	3 MB
Default Subject	Attached Image
Full Mode TX Timeout	24 Hours
Print MDN/DSN on Receipt	Off
Always send notice for RX errors	On
Use Send Via Server	Off
Memory RX Inbox Settings	
Use I-Fax Memory Lock	On
Memory Lock Start Time	Off
Memory Lock End Time	Off

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Glossary

A

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

C

Confidential Fax Inbox

To receive a confidential document, first create a Confidential Fax Inbox by registering your subaddress and RX Password. The password is used to print out confidential documents that you have stored in the memory. Numbers of up to 20 digits, including space, asterisk (*), and pound sign (#), can be used for the RX Password. The machine prints out a Confidential RX Report when you receive a confidential document in your Confidential Fax Inbox.

D

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

dpi

Dots per inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.

F

File formats

File formats used to save image data. This machine supports five different file formats, TIFF, MTIFF, JPG, PDF, and PDF (Compct).

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File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a local area network (LAN) in order to share and use its hard disk drive.

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

I

I-fax

I-fax enable you to transmit and receive a scanned original document converted to TIFF (Tag Image File Format) image data or PDF (Portable Document Format) as an attached of an e-mail to/from any facsimile with I-fax compatibility or personal computer with e-mail functionally thorough the Internet.

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol allows data from one computer to be split into packets to be sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (internet protocol) to specify a computer on the Internet. The IP address is usually written as four numbers separated by periods. An example is 128.121.4.5.

J

JPEG

Joint Photographic Coding Experts Group. A file format designed for compressing color or grayscale images used for Homepages and so forth. It is standardized by CCITT (Comite Consultatif International Telegraphique et Telephonique) and ISO (International Organization for Standardization) as a compression mechanism for still images.

L

LDAP

Lightweight Directory Access Protocol. A software protocol that enables location of organizations, individuals, and other resources, such as files and printers in a network, whether on the public Internet or on a corporate intranet.

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M

Memory Lock

Usually, a document is printed as soon as it is received; but with Memory Lock, all documents received are kept in memory until you enter a password to print them. This enables you to attend to them at your own leisure, and prevents printed documents from piling up on the output tray.

Memory RX Inbox

A location in the memory where you can store scanned or received documents that are to be printed or transmitted to other destinations. The Memory RX Inbox provides features for you to set up an ITU-T subaddress and password. From the Memory RX Inbox, you can perform confidential sending and relay sending to any other fax units as long as they also support ITU-T standard subaddress and password transactions.

MTIFF

Multi-page TIFF. A variant of TIFF which can hold multiple images, compared to a TIFF file which can hold only a single image.

N

NetBEUI

NetBIOS Enhanced User Interface. NetBEUI is a network protocol originally designed by IBM and later extended by Microsoft and Novell. In a small network, NetBEUI is more efficient than other protocols, such as TCP/IP. It is supported natively by IBM operating systems and Microsoft Windows to provide services such as file sharing and printing.

NetWare

Novell NetWare. Novell Inc.'s client-server network operating system for the IBM PC. NetWare uses the IPX/SPX, NetBEUI, or TCP/IP network protocols. Netware supports MS-DOS, Microsoft Windows, OS/2, and Macintosh clients. NetWare for Unix gives users access to Unix hosts.

O

OS/2

A family of multitasking operating systems developed by IBM for Intel x86-based computers. OS/2 provides a graphic user interface similar to Windows as well as a command line interface similar to DOS. Add-ons to OS/2 enable it to run DOS and Windows applications.

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P

PDF

Portable Document Format. A file format run by Adobe Systems' Acrobat software which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PDF (Compct)

One of the file formats available with this machine. The text and image portions of an original are processed separately to achieve a high level of compression without compromising the quality of texts. The resulting file or data size is smaller than that achieved by conventional PDF, and is therefore recommended for jobs that are to be sent over the network.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, IPP, TCP/IP, and LDAP.

R

RX Password

The RX Password is needed to send or receive documents to and from a fax machine that uses ITU-T standard subaddresses and RX passwords. If the passwords on both ends do not match, the fax is not transmitted. Numbers of up to 20 digits, including space, asterisk (*), and pound sign (#), can be used for the RX Password.

S

Sender's Name

Your personal or organization name. The sender's name, fax number, date, and time sent are printed on each page that you send. You can register up to 99 sender names, that are selected using the TTI selector, before sending.

Subaddress

Subaddress is the Global telecommunications standard provided by ITU-T (International Telecommunication Union – Telecommunication Standardization Sector). As long as the remote party's machine supports the same standards, confidential or relayed communications are possible by attaching a subaddress and a password in advance.

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Subaddress Books

The main Address Book is subdivided into ten smaller Address Books, which are considered Subaddress Books.

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP Protocol for sending messages from one computer to another on a network.

T

TIFF

Tag Image File Format. A file format that saves images as high-density bitmaps and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document. In addition to a unit name that you register for the machine, you can create up to 99 sender names that can be selected and used in place of the unit name when you send a facsimile transmission.

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